

Rationale:

It is inevitable that items will be misplaced by CPS students. We therefore provide an efficient and effective lost property service for all.

Aims:

- To minimise property losses and to return misplaced items to their rightful owners as efficiently as possible.

Implementation:

- All lost property items will be located in the Lost Property cupboard.
- Parents and students will be regularly encouraged to name and label all personal items including clothing, books and stationary.
- Misplaced or lost items are to be brought to the lost property cupboard as soon as possible.
- Misplaced items that are inappropriate to be returned to students will be delivered to the principal.
- School staff with voluntary parent assistance will manage the lost property.
- Parents or students seeking lost items should present at the school office before claiming items from the Lost Property cupboard.
- Unclaimed but named items will be returned to their rightful owners by a volunteer parent regularly
- Unclaimed and unnamed items will be displayed in a prominent place at the end of each term for collection.
- Unnamed uniform items that are still unclaimed will be washed and placed in the second-hand uniform store for recycling or sale.
- Other unclaimed items will be disposed of appropriately.

Evaluation:

This policy is to be reviewed as part of the school's review cycle.

This policy was last ratified by School Council in....

2007