Milton Road Primary School

Lost Property Policy

At Milton Road Primary School, we understand how easily children can misplace their belongings. To help ensure that lost items can be quickly returned to their owners, we strongly encourage all parents and carers to clearly label their child's clothing, lunchboxes, water bottles, and other personal items with their name.

The school does not explicitly have a Lost Property box as this encourages found items to be deposited rather than be returned.

The aim of this policy is to:

1. Minimise the amount of lost property by promoting the labelling of items.
2. Provide an organised and transparent system for managing and displaying lost items.
3. Support families in retrieving their children's belongings.

Managing Lost Property

- Labelling: We strongly encourage all parents to label their child's belongings with their full name. Clear labelling makes it much easier for staff and students to identify and return lost items.
- *'Take Everything home Day'* – this will be the day prior to the last day of each half term. Children need to bring in a bag to take home all of their belongings. Any belongings left over on the last day of each term will then be displayed with all of the unnamed item on racks outside the entrance to the school office.
- Unnamed Items: all unnamed items will be gathered and at the end of each half term and will be displayed on racks in the entrance area outside the school office. This provides an opportunity for parents and carers to identify and collect any misplaced items.
- Any unclaimed items at the end of each half term will be donated to charity.

Responsibilities

- Parents/Carers: Please ensure all belongings are labelled and encourage your child to take care of their belongings.
- School: We will endeavour to return labelled items to their rightful owners when found.

By working together, we can reduce the number of lost items and ensure that your child's belongings are kept safe and returned quickly.

Thank you for your cooperation.