



Wrekin View Primary School & Nursery

Lost Property Policy

Date of policy creation	July 2025
Policy Lead	Mrs J Fisher
Frequency of review	Three yearly
Review Due	July 2028

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1. Introduction

The purpose of this policy is to provide procedures for handling lost and found articles. In this policy, 'lost property' means any unattended, abandoned, misplaced, or forgotten item which is found within/inside the premises/boundaries of the school.

2. Lost property

We encourage all children to take responsibility for their own possessions. However, it is important to report any loss to the class teacher with a description (colour, make etc.) of the lost item so that it can be traced more easily. Classrooms, cloakrooms and changing areas will then be searched.

Parents should write/print their children's names on all personal belongings such as uniform, coats, lunch boxes, pencil/pen cases, water bottles etc.

All lost property found within the school will be taken to the lost property trolley on the Key Stage One playground.

Pupils and parents may check the lost property trolley for missing items at the end of the school day.

Any cash or jewellery etc, found will be submitted to the school office which can be retrieved on providing supporting evidence.

Unclaimed items will be included in the school's second-hand uniform sales located in the meeting room, donated to a local charitable organisation or discarded at the end of every week. We cannot store unnamed items indefinitely.

3. Liability

The school strongly discourages students from bringing personal valuables or items to school.

Pupils and their parents are responsible for their own personal property and possessions while on school premises or engaged in school activities. The school cannot accept liability for loss of or damage to such property and possessions.

Any bikes, scooters, sentimental items brought from home (this list is not exhaustive) are left entirely at parents' risk.

4. High value items

We strongly discourage pupils from bringing high value (monetary) or invaluable (sentimental) items to school.

If these items are brought to school, it is the owner's responsibility to ensure that they are kept safe.

5. Monitoring and review

This policy will be reviewed three yearly.