

Lost Property Procedure

All Lost Property is to be entered into the diary in the Staff Room as then it is to be put in a Lost Property Box located in the Staff Room.

Larger items are to be placed at the side of the box if insufficient room.

Wet items such as swimming kits place at the side of the Lost Property Box.

Perishables (Food & Drink) are to be put in the bin.

The box will be emptied on a daily basis (apart from over the weekend) and itemised.

All items of value are to be handed into the office during office hours place in the drop safe outside of office hours.

