



**UNDERWOOD WEST ACADEMY  
LOST AND STOLEN, DAMAGE ON SCHOOL  
PREMISES POLICY**

The purpose of this policy is to provide procedures for handling lost and found articles, and for items brought from home that are damaged on the school site. In this policy, 'lost property' means any unattended, abandoned, misplaced, or forgotten item which is found within/inside the premises/boundaries of the school. Key points:

- 🛡️ Parents are encouraged to write/print their children's names on all personal belongings such as uniform, coats, lunch boxes, pencil/pen pouches, water bottles (meant for only selected year groups) etc.
- 🛡️ Lost items will be kept in the lost property box in the infant building and junior hall.
- 🛡️ Students may check the lost property box for missing items. Parents can also request to check for missing items in the lost property box by arranging this with the school office
- 🛡️ Any cash, jewellery etc found will be submitted to the school office which can be retrieved on providing supporting evidence
- 🛡️ Unclaimed items will be donated to a local charitable organisation or discarded at the end of every term. The school strongly discourages students from bringing personal valuables or items to school. The school cannot assume responsibility for loss or damage to personal property brought to school.

### **Liability and Lost Property**

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, pens, sentimental items brought from home (this list is not exhaustive) are left entirely at parents' risk. Any damage or loss incurred whilst on school premises is at parents' risk. The school cannot accept any liability for any loss or damage.

### **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. The school will not accept any responsibility for their recovery or replacement in the case of loss, theft or damage.

### **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; when items are named, it is easier to return them to their owner

### **Theft**

If theft is suspected, the procedure should be followed as soon as possible after the loss. Report the loss to the class teacher with a description, via a letter or telephone call, of the item and when it was last seen. Your child will be asked to check the relevant classrooms, all cloakrooms and changing areas. The lost property box should then be checked. If the property cannot be found and

theft is suspected, all efforts will be made to discover the identity of the thief. This is however, a very difficult action to prove and we may be unsuccessful in identifying the culprit. Every reasonable effort will be made to retrieve property.

However, whilst every effort is made to recover lost or stolen property the school does not accept any responsibility for replacement costs.

### **Naming of Clothes and All Equipment Brought to School**

It is essential that all children's clothing and possessions are clearly named. Sadly, this will not necessarily prevent losses occurring, but it will enable the many articles brought to lost property to be returned to their owners, whilst saving the school an enormous amount of wasted time. The School Uniform Policy gives clear guidelines with regard to uniform, jewellery, hairstyles, personal property and possessions that children should bring to school. Please follow these guidelines and help us to maintain a safe environment where respect is shown by all and for all property. The majority of items reported lost or stolen are usually misplaced and are often found in the changing rooms, a different area of the cloakroom, a classroom used earlier in the day or the playground. Please help us by encouraging your child to make sure they have all their belongings with them when leaving one of these areas.

### **Text books and property supplied by the school**

All text books and exercise books remain the property of the school. Parents will be charged for lost or damaged goods.

### **Damage to School Buildings, Fittings, Furniture or Apparatus**

Any damage to the above school items that are caused by inappropriate behaviour will be charged to parents.

### **Valuables**

Pupils must not leave valuables in any part of the school buildings. During, for example PE or swimming lessons, items must be handed to the teacher in charge. The school cannot accept any liability for any loss.

**PLEASE ENSURE THAT ALL YOUR CHILD'S PROPERTY IS CLEARLY NAMED WITH A PEN THAT DOES NOT WASH OFF!**