



ST MARY'S
CATHOLIC SCHOOL

Lost Property Procedure

Below is a summary of how lost property is dealt with at St Mary's Catholic School. We appreciate that replacing lost uniform and equipment is expensive and hopefully these guidelines will assist your son or daughter in retrieving any items they may misplace. Staff members are unable to search for student's lost property and the onus is on students to take responsibility for their own property. All lost property with a name tag that is handed into Reception will be returned to its rightful owner by the Student Receptionists. Lost property that is handed into Student Reception and is not labelled will be held until the end of term, at the end of this period all lost property will be disposed of. Lost valuable items such as glasses, purses, travel wallets etc. Students should go to the School Reception in the first instance followed by the Finance Office.

When students lose property they should visit and look in the classroom or area where they believe the property was left. If your son or daughter misplaces any PE kit in the Sports Hall they should first speak to a member of the PE staff to access "Lost and Found" in the PE department, lost footwear is contained in cupboards behind the Sixth Form adjacent to the Sixth Form Block, or the red wheelie bin outside H1 Science room. At the end of each full term the lost property at both locations will be emptied and the contents will be brought back to Reception, any named item will be returned, unlabelled items will be disposed of.

Please remember there are nearly 950 students at St Mary's Catholic School wearing the same uniform. We cannot recognise items as belonging to a particular person if it is not labelled. If property is labelled, it can be promptly returned to its owner via our Receptionists, thus avoiding distress and a costly replacement.

Labelling uniform is very easy to do, name tapes are best, even iron-on tapes, however, if you do not have these, just write on the label or inside trainers or shoes with a good quality laundry marker pen or permanent marker pen. Please use full name or initial and surname, rather than just a first name to ensure the item is returned quickly. Washing does erase marker pens, so please check that your son or daughter's name has not faded on their belongings.

Replacing lost uniform

Parents' are able to purchase second hand uniform from our stock of clean, smart, second hand uniform. We have items such as skirts, blazers, shirts/blouses and jumpers. In addition we have a range of PE stock that even includes shin pads and old style rugby shirts for years 10 & above. We know that it is difficult for all parents to come in at a lunch time so we would like any interested parents to contact smartuniform@stmarys.net detailing their requirements so we can check availability after which a convenient time to come in to view can be arranged.

Reviewed

September 2016