



## Newtown C of E Primary School

### Lost Property Policy

|                    |            |         |                                                                          |
|--------------------|------------|---------|--------------------------------------------------------------------------|
| Ratification Date: | March 2020 | Signed: | Mrs Emma Howlett (HEADTEACHER)<br>Mrs Glynis Wright (CHAIR OF GOVERNORS) |
| Reviewed           | March 2024 | Signed: | Mrs Emma Howlett (HEADTEACHER)<br>Mrs Glynis Wright (CHAIR OF GOVERNORS) |
| Reviewed           | March 2026 | Signed: | Mrs Emma Howlett (HEADTEACHER)<br>Mrs Glynis Wright (CHAIR OF GOVERNORS) |
| Next review        | March 2029 |         |                                                                          |

### School Vision

At Newtown C of E Primary School, our motto is enriched and sustained by our Christian values of **Love, Courage and Friendship**, rooted in the teachings of the Bible. We are guided by the call to *"love one another as I have loved you"* (John 13:34), *"be strong and courageous... for the Lord your God is with you wherever you go"* (Joshua 1:9), and *"a friend loves at all times"* (Proverbs 17:17).

As a school at the heart of an evolving community, we warmly welcome children and families from a wide range of backgrounds and experiences. We are enriched by the unique qualities each child brings and value the talents and perspectives that help us grow together.

We are an aspirational school serving our community. We seek to know, understand and celebrate every child, nurturing their individual strengths and talents. We prepare our children to become confident, responsible global citizens in an ever-changing world, guided by our core values of love, courage and friendship.

Through **Love**, we show kindness, compassion and generosity, building a community where everyone feels safe, welcomed and valued. Through **Courage**, we persevere, meet challenge with confidence, and stand up for what is right with honesty and grace. Through **Friendship**, we grow together — encouraging one another, celebrating each other's gifts, and looking to the future with hope and aspiration.

We live out these values by:

- Being a caring, welcoming and inclusive Christian community where staff, pupils, parents and governors work together in a safe and supportive environment, inspired by *"Above all, love each other deeply"* (1 Peter 4:8)
- Promoting the welfare and dignity of every child, safeguarding them from harm — including physical, sexual and emotional abuse, neglect and bullying — in accordance with statutory guidance in *Keeping Children Safe in Education* (Department for Education)
- Providing a rich, engaging curriculum that equips children with the knowledge, skills and character to become lifelong learners and responsible citizens, reflecting Christian teachings and British Values
- Building strong, positive partnerships with parents, the church and the wider community, and encouraging participation in local, national and global initiatives
- Fostering our Learning Behaviours of Resilience, Focus, Independence, Self-Regulation, Respect and Boundaries, encouraging children to act with integrity, perseverance and kindness in all they do

At Newtown, we want every child to know they belong, are cherished, and are capable of great things. Through **Love, Courage and Friendship**, we grow minds, shape futures and journey together in hope.

## **Statement**

The purpose of this policy is to provide a framework to ensure that lost property is held safely and returned to its owner wherever possible. Newtown C of E Primary School takes no responsibility for items lost on the school premises.

### **1. Definitions**

1.1. For the purposes of this policy, the following definitions will be employed:

- Lost property refers to an item that the owner has lost but wishes to recover.
- Mislaid property refers to an item that the owner has inadvertently left in a location and wishes to recover.
- Found property refers to an item not belonging to the finder that has either been lost or mislaid by the owner, or can be treated as abandoned property.
- Abandoned property refers to an item that the owner has seemingly abandoned and thereby may be deemed to have relinquished ownership of.
- Non-returnable item refers to an item that is unlawful or dangerous.

### **2. Guiding principles**

2.1. Although the school cannot take responsibility for items lost or handed in to us, we will endeavour to return items quickly whenever possible.

2.2. Items of personal identification, including credit cards, store cards and passports:

- Will be returned to the identified person as quickly as possible.
- Will be held securely at reception until return is possible.
- Will be treated in accordance with the school Data Protection Policy.

2.3. Unidentifiable/abandoned items including keys, mobile phones, electronic equipment and cash

- Will be held securely at reception until return is possible.
- Will be disposed of or donated to charity if not collected by the end of term.

2.4. Any unlawful or dangerous items will not be returned and will be handed into the police immediately.

2.5 Children's items such as school jumpers, tops, PE kit, coats, gloves, scarves and bags will be taken back to class if the item is named. Please refer to the school uniform policy. If the item is not named, it will be put in the lost property bins provided in the corridor. Children can check through these bins and parents/carers can sign in at the end of the school day to check through if necessary. Any items that have not been claimed at the end of the term will be sent to charity or washed and sold for school funds.

### **3. Liability**

3.1. Pupils and their parents/carers are responsible for their personal property and possessions whilst on school premises or engaged in school activities such as trips and sports events. Newtown C of E Primary School cannot accept liability for loss or damage to personal property.

### **4. High value items**

4.1. We strongly discourage pupils from bringing high value items, such as large amounts of money, mobile phones, tablets and jewellery, onto school premises. Children in Years 5 and 6 who are permitted to bring in a mobile phone to school, must adhere to the safeguarding guidelines that phones are to be handed in to the class teacher (Year 5 & 6) for safekeeping. Mobile phones

will be available to collect by the child at end of the school day. We are not responsible for any mobile phone that taken by anyone other than the owner at collection time.

4.2. If high value property is brought into school, it is the owner's responsibility to ensure that the property is kept safe and secure.

4.3. As per the uniform policy, it is advised that valuables such as jewellery should not to be worn in school.

4.4. If large amounts of money must be brought onto school property, for example to pay for a school trip, the parent/carer or pupil should ensure that it is handed to the appropriate person as soon as possible to be recorded on our system. Online payments via Arbor is an easier way of making payment.

4.5. Theft is a rare occurrence; however, if a pupil believes property has been stolen, they should report this immediately to a member of staff, who will investigate the incident and endeavour to recover the property.

4.6. An up-to-date written record of incidents involving theft will be kept by the school business manager.

4.7. Pupils committing theft will be subject to disciplinary action and, where necessary, referred to the police.

4.8. We will not accept any responsibility for the recovery or replacement of pupils' personal property in the case of loss, theft or damage.

## **5. Lost/Mislaid property**

5.1. All lost or mislaid property with the exception of clothing as mentioned in section 2.5, should be reported to reception where it will be logged in the lost property book.

5.2. Clothing items will be checked for a name. If the item cannot be identified it will be put in the lost property bin in the school corridor.

- Named items will be returned to the child's class.

- If collection of non-named items is not made within a term, the item will be disposed of as per section 2.5.

5.3. The office staff shall be responsible for:

- Immediately notifying the police of any non-returnable items.

## **6. Found property**

6.1. All found property must be handed in at reception.

6.2. Handling and recording found property is the responsibility of the office staff and School Business Manager. A separate record of abandoned property will be maintained by the Business Manager.

6.3. An attempt will be made by the office staff to notify the owner of returnable and identifiable items by email/text (via Arbor) or telephone call.

6.4. If by the end of the term, returnable items remain unclaimed then the item will be treated as abandoned property.

6.5. In the case of cash, unclaimed monies may be donated to school funds.

6.6. Abandoned property will be handed over to a charity, placed in the general waste, or recycled.

## **7. Reclaiming property**

7.1. Claims for lost/mislaid property should be made to reception in the first instance. If a child has lost an item of clothing then the parent/carer can ask the class teacher to check the lost property bins. Parents/Carers can check the lost property bins at the end of the school day once signed in at reception.

7.2. Claimants must produce valid identification as appropriate, before property is released to them (with the exception of children's clothing).

## **8. Monitoring and review**

8.1. This policy will be reviewed every three years.