



# St Gerard Majella School

## Lost and Found Policy

### PREAMBLE

We aim to encourage honesty and to foster responsibility for one's belongings. We accept students' belongings are occasionally lost and found in the course of the life of the School.

### POLICY

St. Gerard Majella School believes students should value and respect the property of others and return lost items.

### VALUES

Honesty, Respect, Trust, Truth, Responsibility, Mindfulness, Fairness, Kindness, Care

### PRINCIPLES

- Parents and caregivers are advised to clearly label students' belongings. Regular checks are necessary to ensure that the name is still visible.
- Students are discouraged from bringing items of value to school, however students may consign items of value to their classroom teacher for safekeeping.
- Items found are to be handed in to teachers or administration staff at the office.
- The staff will make every possible endeavour to return items handed in and will encourage students to be responsible for their personal items.
- Money and items of value can only be collected from the office.
- All other items are placed in specified locations and may be collected at any time, including out of school hours. Parents should encourage children to check these areas when items have been lost.
- At the end of each school term unclaimed items are offered to the Out of School Hours Care co-ordinators, or alternatively to the uniform shop (where they are laundered and available for purchase as second hand stock). All other items are donated to St. Vincent De Paul.
- All unclaimed money is donated to the Missions.
- The school does not accept responsibility for lost property.

### EVALUATION

This policy is to be reviewed as part of the School's renewal cycle.

This policy was last ratified by School Board on 20 May 2015.

Chair Signature .....