



## Lost & Found Policy and Procedure

Lost Property provides for the care, sale (in second hand uniform shop) and the destruction/recycling of unclaimed, lost or abandoned property. The goal of Lost Property is to ensure all lost items are returned to their rightful owner in a timely and efficient manner.

All BBPS students have the responsibility to CLEARLY LABEL all their personal items to allow for efficient return.

### Handing in Found Items

Lost Property is located outdoors, undercover just outside the Library. Various items that have been found within the property of BBPS are to be placed in the green storage container.

Items of Value will be forwarded to the school office for a safer environment.

### Return of Property to Owner

The Lost Property co-ordinator will sort through the items, on a weekly basis. All items that are CLEARLY labelled will be available for owner to collect.

Clearly labelled items that belong to Prep Students will be returned to the prep area.

Students from Grade 1 – 6 are responsible in collecting their own labelled items themselves.

## Disposal of Unclaimed Property

Lost Property that is not labelled and not collected within 2 weeks, will be sent to Second Hand Uniform Shop, provided it is in a satisfactory condition.

If unclaimed item is in a poor condition, it will be disposed of.

If unlabelled and unclaimed items are personal property (such as branded caps, casual clothing, swimming goggles, coats, bottles, lunch boxes) and not claimed within two weeks, they will be donated to charity.



## Procedure

Lost Property co-ordinator obtains a list of all BBPS students and their classes, from Benita/Sue from the office. This is confidential and it is to remain on school property in the allocated pigeonhole.

Co-ordinator to supply white sticky labels and permanent marker for labelling. These are stored in the teacher's pigeonhole area under "Lost Property".

- Once/ Twice a week, co-ordinator signs in at the office. Collects student list.
- Attends to lost items by folding and looking up the student name and class they belong to.
- Name and class written on sticky label – stuck on item – placed in allocated locker for students in grade 1-6 to collect.
- If item belongs to prep, lost property co-ordinator will deliver.
- Return student list to pigeonhole
- Sign out

If too many items appear unlabelled, a reminder in the newsletter could be helpful.