



LOST PROPERTY POLICY

Rationale

The College realises that students at times misplace property creating the need to establish a storage area where lost articles can be processed and effectively returned to students.

Objectives

- To collect and effectively store lost property
- To return lost items to respective students

Guidelines

- Lost property items are to be held in the lost property storage area located in the in front office. Items of a non clothing nature (jewellery, wallets, mobile phones etc) will be kept at reception where they will be registered and monitored in a secure location.
- The lost property storage area will be monitored by office staff under the supervision of a principal class officer.
- Parents/Students who have misplaced items will be required to fill in a 'Lost Property Enquiry Form' which is available from all reception areas. Once these forms have been completed the office staff will endeavour to locate and identify the item. The item, when found, will then be returned to the student via their Level Coordinator.
- All unclaimed items will be kept in the Lost Property storage area for a minimum of one month. Uniform items in good condition will be offered for sale.

Review cycle and evaluation

The effectiveness of this policy will be reviewed as part of the College's four year review cycle