

# Testwood School Lost Property Policy

Key Responsibility area:	TW
Last Review:	January 2024
Next Review:	January 2026



## Revision History

Version	Date	Amendments	Initials
1.2	28.04.23	Revised date change	JB
2.1	05.01.24	Significant change to policy	

### 1. Preventing loss

All items should be labelled clearly with the student's name. Please also regularly check your child's uniform and PE Kit when washing it, as labels do come off.

### 2. Lost property

If you have lost or misplaced any items, students should go to Reception to report the loss. Parents / Carers can call or email reception regarding lost property.

### 3. Named Items

For items that are delivered to us named, we will communicate with students and reunite them with their property as soon as possible.

### 4. Unnamed Items

All unnamed items, brought to Reception will be retained for collection by students, parents and guardians for one calendar month.

If the property is not claimed within one month, it will be donated to a charity shop in Totton at the end of the period. Unmarked items of school uniform which are not claimed within the period will be added to our second hand uniform supply. Other items of clothing which are unsuitable for donation to a charity shop, will be placed in a supermarket clothing bank. Shoes and trainers will be treated in the same way.

This policy was approved by the Board of Trustees and will be reviewed bi-annually.