



LEIGHTON PARK  
FOUNDED 1890

## Lost Property Procedure

At Leighton Park, we recognize that it is inevitable that personal items will be misplaced by students and staff. We therefore endeavour to provide an efficient and effective lost property service for all.

At Leighton Park we aim to minimise property losses and to return misplaced items to their rightful owners as efficiently as possible.

All personal items brought into school should be clearly named, so that items can be returned quickly to the owner. The school cannot take responsibility for items that are not named.

The procedure is as set out below:

1. Any items of lost property found around the school site - including items left in classrooms at the end of the teaching day - must be taken to the Caretakers office in the Townson building.
2. Any named items will then be returned to the Matron of the relevant house and the Matron will return it to the owner. Unnamed items will remain with the Caretakers.
3. Particularly valuable items, e.g. phones/ jewellery/ money should be handed in to the School Office where they can be kept more securely as soon as possible.
4. Items found in a boarding house, will be kept in the house under the supervision of the Matron and then handled in accordance with points 7 and 8 below.
5. Any person who needs to look for a lost item should:
  - Seek out the Caretaker who will open up the lost property as and when needed. Failing that;
  - Every Friday at 1615-1715 the Caretaker will be available in Townson to help students retrieve/ look for items.
  - See the Matron in House for items that may have been lost in a boarding house.
  - The School Office will have valuable items.
6. The school community will be given a final opportunity to look for lost items before they are dealt with in point 7 below. The time and location of this will be shared with the school each term.
7. At the end of each term, or earlier if large amounts have been collected, unclaimed items will be either; given to the Nearly New Shop; bagged and given to charity or else disposed of as appropriate. The future of any valuable items will be dealt with on a case by case basis.
8. In claiming items, students/ staff should be able to provide the required details to satisfy the school that it is being returned to the rightful owner.

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