



# LOST UNIFORM ITEMS

Here are some guidelines to assist with the consistent problem of lost school uniform items:

1. **CLEARLY NAME ALL ITEMS**, especially polar fleeces, black shoes/sandals and school hat. **For younger children or those who are still learning to look after their possessions, MAKE SURE THEIR NAME IS NICE AND CLEAR FOR THEM TO SEE – and not just on the tag of the item** (as this could be removed).
2. Constantly remind your child that it is **THEIR RESPONSIBILITY** to look after their possessions at school – **not their teacher** or other staff. **THEY** need to take responsibility to ensure they put their sweatshirt or school hat in their desk or bag when not wearing it. If they take it off during play, **THEY** need to remember to pick it up before going back to class.
3. Items of junior lost property are kept in the foyer of Room 11. Senior lost property is in the corridor behind Room 9.
4. Sometimes it takes a few days for an item to turn up in the lost property – as it may have gone home with the wrong person and needs to get sent back to school. You/your child will need to keep checking the lost property piles at school if you have lost something.
5. **If you find your child has brought home an item of clothing that is not theirs, PLEASE SEND IT BACK TO SCHOOL IMMEDIATELY.** You/your child will then need to check lost property for your lost item.
6. At the end of each term any items still in lost property get dealt with. Any named uniform items are returned. The remaining un-named items go to the second-hand uniform shop, **so it is important that you check lost property prior to the end of term if you have lost something.**

