



## Brummana High School Lost Property Procedures

### **Lost Property**

Lost property is defined as any item left unattended and lying around the school after breaks or after hours.

### **Responsibility for Possessions**

We will always try to help if something has been mislaid, but students and staff are encouraged to be responsible for their own possessions. No responsibility can be taken by the school for any money, electronic equipment, or property lost, stolen, or damaged, whether in school or on outings. The school strongly discourages bringing large amounts of money or personal valuables to school. Any valuable items which are needed at school may be stored in student lockers under lock and key (Upper School students) or handed in for safe keeping to the Head of Section (HoS) Office. The school insurance does not include insurance for pupils' personal property against loss, damage, or theft.

### **Marking Property**

We make every effort to return found items to their owners and therefore clothing, property, and equipment brought to school must be clearly, visibly and permanently marked with the owner's name. This includes all clothing, sports kit and equipment, bags, calculators, and text books. Unmarked items make it difficult for us to identify the owner and return the item.

### **Handing In Lost Property**

Belongings that are left lying around the school (in classrooms, changing rooms, in playgrounds etc.) should be taken to the nearest HoS Office (or Boarding House or Summer Camp Office, if applicable) on the morning of the first working day after the property is found. If the item clearly belongs to a student from another section, it should then be passed on to that section. During holiday periods the school will be 'swept' for lost property, and everything will be taken to the nearest HoS Office or Summer Camp Office.

### **Notifying Owner**

A staff member checks whether the lost property is marked with a name. If named, the owner or parent is informed that the item can be collected.

### **Storage of Unmarked Lost Property**

Items of lost property, where the owner is unknown, are kept in a locked "lost and found" cupboard to which a Supervisor has a key (non-valuable items) or under lock and key in the HoS Office/Boarding House/Summer Camp Office (valuable items). Perishable items will not be kept beyond the time they start to deteriorate.

### **Claiming Lost Items**

Lost property may be collected from the Supervisor or the HoS Office (or Houseparent or Summer Camp Office, if applicable). Students and parents are welcome to come and check the lost property stores. Owners will be given every possible assistance in the retrieval of their property.

### **Cash and Other Items of Value**

Items of lost property considered to be of value (such as cellinars, laptops, tablets, graphics calculators, watches, jewellery, and cash or credit/debit cards) should be serially numbered, recorded

in a register, and kept in a secure storage area. The register should be signed by the finder, and the Head of Section (or Houseparent or Summer Camp Director, if applicable). Students should not have access to the secure storage area. When items of lost property considered to be of value are claimed, the claimant should be asked to give a satisfactory description of the item before signing the valuable items register for receipt.

At the end of each academic year, the Head of Section (or Houseparent or Summer Camp Director at the end of Summer Camp) should send a copy of the register page to the Bursar, so that if any enquiries are made, the items can be located. Any items unclaimed for three years should be sent to the Bursar together with the register.

### **Disposal of Lost Property**

Items of low value (e.g. clothes, books, stationery, bags etc.) should be displayed for collection around once per term. If they have not been claimed by 15 August, they are regarded as abandoned. Clothing should be sent to the Services Manager and books and other items to the Bookshop Manager. The Services Manager and Bookshop Manager will consult with the Bursar to arrange donations to charity, sale, or other disposal. The proceeds of any sale will be earmarked to fund student club activities.

### **Donations to Staff**

School staff may not be given lost property to keep. If a student chooses to donate items to a member of school staff, an inventory is made and the student should sign that they have made a donation.

### **Boarding and Summer Camp**

The principles of these procedures should also apply to Boarding and Summer Camp lost property.

Reviewed by Raymond Feghali 21/12/23