1. **Purpose:**

To manage lost property effectively and efficiently.

2. **Implementation:**

   2.1 Families will be encouraged to clearly label all belongings including lunch boxes and drink bottles. Second hand items should be renamed with current owner and previous name removed.

   2.2 Lost property will be stored in the Community Centre where it is accessible to parents and students.

   2.3 Parents will be regularly informed of these procedures via the Newsletter and will also be recorded in the Parent Information Book and on the school website.

   2.4 Lost items should be sent to Lost Property daily. They should not be housed in classrooms or other school facilities. Items found in the playground will be placed in the Lost Property tub located near the staff pigeon holes.

   2.5 At regular intervals, labelled items will be returned and unlabelled items put on display to be claimed. All unnamed, unclaimed items will be sold at the end of each semester or when necessary.

   2.6 There will be an opportunity for parents to purchase uniforms during Prep Transition times.

   2.7 At the end of the year all items that remain will be used for charitable purposes.

3. **Evaluation:**

This policy is to be reviewed as part of the school’s three-year review cycle.