

Tuesday 6th December 2022

RE: Lost Property in School

Dear parents/carers,

Since September, there has been a very large increase in lost property around our school.

We encourage and remind our families that you must label **ALL** items of your child's clothing (jumpers, trousers, coats, packed lunch boxes, bags, polo shirts, water bottles etc).

If your child loses an item of clothing in school and it does not have their **NAME and CLASS** inside, we are unable to find out who it belongs to and return it. This means lost property is stored in school for a long period of time – with 670 pupils across school (including Nursery), the number of lost property items can quickly add up!

To help reduce the amount of lost property around school, we will:

- Collect any lost property items that are labelled and take them to the classroom and returned to the correct child.
- Items that are **NOT** labelled will be taken to the lost property box in our community room. If the lost item has not been claimed within 2 weeks, we will put the item in the clothing recycling bin at school (behind the entrance to the main office).
- Teachers and TAs will check labels on jumpers and coats (only) at the start of every half term. Children's initials and class will be added to any that are not labelled. Parents/carers will be informed of jumpers and coats that have been labelled and encouraged to label all other personal belongings.

As coats are an expensive piece of clothing, if a coat is not labelled, we will try our best to locate the owner of the coat by asking teachers to show a picture of the coat to their children, to see if anyone recognises it. If no-one comes forward to claim the coat, it will then be donated.

If any parent/carer has any feedback or questions about our new lost property arrangements in school, please feel free to contact us.

Once again, we would like to remind everyone to label every item of your child's clothing and belongings.

Thank you for your continued support.

Yours sincerely,

Miss C Fitton
Admin & Communications Manager

