Milby Primary School
Lost property policy 2025 - 2026

1 Aims

The school cannot not accept responsibility for the loss of, or damage to, any items brought to school. The aim of this policy is to inform parents and pupils of our school policy and procedures, as well as some simple steps to help reduce the risk of lost property.

2 Reducing the risk of lost property

We cannot accept liability for any items brought in to school and all items remain the responsibility of the child at all times. Pupils should not bring valuable items or things that are not needed for school.

Examples of items that should not be brought to school include:

- Expensive or valuable items, including those with sentimental value
- Pencil cases
- Jewellery
- Mobile devices and phones
- Toys

Children may wear a watch and small, stud type earrings only (maximum one per ear), which must be removed for P.E. and swimming. These must be removed by the child before the lesson. We suggest that earrings are not worn on the days your child has P.E. or swimming, to avoid difficulties in children taking them out or putting them back in, and to avoid loss.

In order to help return any misplaced items to pupils, please ensure that **ALL items are labelled clearly with your child's name**. This includes uniform, shoes, coats, lunch boxes, school bags and P.E. kit etc. If an item is found, we will check to see if it is labelled and return it to the correct person where possible. If the item is not labelled, it will be placed in our lost property box.

3 Disposal of lost property

Any unclaimed items of lost property will be disposed of at the end of each term, or donated to charity. Items of uniform in good condition that have not been claimed will be offered for sale as nearly new through our uniform shop and school fairs.

4 Review

This policy is reviewed annually, the next review will take place in September 2026.