

## Lost Property

We continue to have a problem with the amount of lost property in school. It helps students and staff if all items, including bags and shoes, are marked with the student's full name. Name tapes for clothes and shoes and permanent marker pens are widely available and we would ask that parents and carers ensure these are used to put a name on each item belonging to students.

If students have lost an item, they should first check the places that they last remember having it. They should then check the lost property box near Café 6. Keep checking the box because sometimes it can take a day or so for items appear there.

Small, valuable items like purses, keys, watches, glasses and phones usually get sent to Reception, not put into the lost property box, so check at Reception if the lost item was valuable.

Six times a year, during each school holiday, the lost property box is emptied and everything is put in crates outside the Diner ready for the first day back after the holiday.

Students then have the first week of the new half term to check these crates for their lost items from the previous half term.

At the end of the first week of the new half term every item remaining in the crates is checked by a member of staff. Any named items are then returned to that student. **Initials are not names, so items that only have initials cannot be returned to students.**

Whatever lost property is then left will be recycled. We usually recycle several sacks of lost property every holiday - we simply do not have room to store it. Please remember to name all items as this would enable us to return belongings to their owners.

## Lockers

Lockers are available for students in Years 7 to 11 to secure their belongings. Parents and carers will need to hire a locker for their child(ren) if they wish them to have one. Our finance department send out letters with details of how to hire a locker for the following academic year during the final weeks of the summer term. We include this letter in the information pack that we give to prospective Year 7 parents. We send the letter out to all Year 8 to 11 parents and carers in mid-July.

There are also special lockers of various sizes in the Performing Arts building for use by students to store their musical instruments on the days that they bring them into school. Students will need to bring their own padlock to use these lockers.