



FERRY HILLS STATE SCHOOL

PARENTS AND CITIZENS ASSOCIATION

Celebrating over 40 years of Primary Education in our Community

LOST PROPERTY POLICY

Preamble

At Ferry Hills State School, we recognise that it is inevitable that items will be misplaced by students and visitors to the school. We therefore endeavour to provide an efficient and effective lost property service for all.

Policy

At Ferry Hills State School we aim to minimise property losses and to return misplaced items to their rightful owners as efficiently as possible. There is a central collection point for lost property located in the centre stairwell in B Block, where children and adults can look for missing items.

Values

Service, Community, Justice, Care, Respect, Dignity

Procedure

- The lost property will be located in a suitable position and will be available throughout the school day.
- Parents and students will be regularly encouraged through school newsletters and handbooks to name and label all personal items including clothing, books and stationary.
- Misplaced or lost items are to be brought to the lost property as soon as possible.
- Misplaced items that are inappropriate to be returned to students will be delivered to the principal who will contact parents to collect items.
- Parents or students seeking lost items should check the lost property to claim items.
- Unclaimed but named items will be returned to their rightful owners after each clean up of the lost property. Such distribution will be undertaken by the members of the Student Council on a weekly basis.
- Unclaimed and unnamed items will be displayed by the members of the Student Council in a prominent place on the last assembly of each term.

- Unnamed uniform items that are still unclaimed will be washed and placed in the second-hand uniform store for recycling or sale, at the end of each term.
- Other unclaimed items will be disposed of appropriately by donating them to charity (eg. St Vincent de Paul) at the end of each term.
- Camp and excursion lost property will be displayed on the next assembly and any unclaimed items will be disposed of at the end of the term.
- All food and drink containers, as well as wet or damp items, will be disposed of at the end of each week. This will occur on Friday afternoons at the end of the school day.