

- The school cannot accept responsibility for personal items brought to the school including bicycles and scooters
- All property brought to school should be clearly named with child's FULL NAME & CLASS
- Coats & bags should be either put on the child's own named peg or inside their cloakroom box
- Lunch boxes, drink bottles & sandwich bags should be clearly labelled with your child's full name & class
- Cleaners will not move items left unattended in classrooms. Items found elsewhere are put into the nearest lost property box
- High value items such as mobile phones, keys, jewellery etc. will be handed into & kept in the main office

At the end of each half term - any items left in the boxes/cloakrooms are checked for names and returned to pupils via assemblies. Unnamed items are placed into the crates under the YEAR 6 STAIRCASE on the ground floor. Crate items are recycled via the onsite clothing bank. School uniform unclaimed is put back on the pre-loved uniform trolley for resale.

UNCLAIMED PROPERTY:

- School uniform items are sold on the 'Pre-Loved Uniform Trolley' found in the year 5 cloakroom. The trolley is occasionally outside at the end of the day to allow for sales. £1.00 per item
- Unclaimed cash will be donated to the school fund
- For reasons of hygiene - lunchboxes, bottles, underwear & socks/tights are thrown away