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RE: Lost Property at Delce Academy

It is inevitable that school uniform items are mislaid or mixed up. The best way to ensure that your child's belongings are not lost is to ensure all items of school uniform are clearly named in permanent ink. Wherever possible, named lost property will be returned to your child's class.

Please note, the school office does not receive all of the lost property from within the school.

Any items that are found and are unnamed, will be kept in two large crates. You will find them near the main office. The lost property box is emptied fully once at the end of every term. After, they will be either: sent to recycling, added to the second hand uniform sale or kept in school for use in emergencies e.g. when a child is sick.

Please help us in reuniting lost property with its owner by labelling all of your child's property in permanent ink - this includes shoes, lunchboxes and water bottles.

If your child has lost any part of their uniform and it has been labelled, please encourage them to look in their classroom, corridor and playground in the first instance. If it still cannot be found, please check the lost property crates.

Please regularly check the uniform your child brings home - it is very easy for items of uniform to get mixed up. If this happens, please can you bring back anything you find that isn't your child's and we will reunite it with its owner. This includes lunchboxes and water bottles.

Claiming Lost Property Procedures:

Children:

1. Look first: In classroom, corridor and playground.
2. Visit the office: Children wishing to claim lost property must visit the office during school hours.
3. Supervision: Office staff will supervise children as they search the Lost Property Crates for their belongings.

Parents:

1. Contact the office: Parents who suspect their child has lost an item can contact the office after their child has looked in their classroom, corridor and playground.
2. Supervision: Office staff will monitor as the parents search the Lost Property Crates for their children's belongings.

JLT Weekly Sort:

1. Wednesdays: JLT members will dedicate time on Wednesdays during lunchtime to sort and tidy the Lost Property Crates and return any labelled items.