



Lost and Found Policy

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| Company: Star International School 24b Street Mirdif Dubai | Effective Date : 26.10.19 Revision Due Date : 26.10.2021 First Edition Date : 26.04.2017 Edition No: 4 |
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Introduction

The purpose of this policy is to provide procedures for handling lost and found articles found in school. In this policy, "lost property" means any unattended, abandoned, misplaced, or forgotten item, which is found within the premises/ boundaries of Star International Primary School.

Procedures for Lost Property

- Students are encouraged to write/ print their names on all personal belongings such as jackets, lunch boxes, digital devices, stationary, water bottles etc.
- Lost items will be kept in the "Lost and Found" drawers, which are situated near the Uniform room..
- Students may check the lost and found drawers for missing items. Parents can also request to check for missing items in the lost and found drawers by asking at reception.
- Any money or jewellery found on the school premises will be submitted either to reception or to the Admin office which can then be retrieved on providing supporting evidence.
- Unclaimed items will be donated to a local charitable organisation or discarded at the end of the year.
- The school strongly discourages students from bringing in large amounts of money or personal valuables, including toys to school.
- The school cannot assume responsibility for loss or damage to personal property brought into school.

The Lost and Found cabinet will be cleared out at the end of each term. Items remaining will be given to the Red Crescent.

Disclaimer:

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| Prepared/Revised By: | |
| Designation: | |
| Signature: | Date: 26.10.19 |

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| Approved and Authorised By: Mrs Gill Roberts | |
| Designation: Principal | |
| Signature: | Date: 26.10.19 |