

Yatton Federated Schools

Lost Property Policy

Document Information			
Reviewed by:	Business	Responsibility:	Business
Last Review:	25 th September 2018	Next Review:	September 2020
Review Cycle:	Biennial	Ratified by FGB	Not required
Signature (FGB)	Not required	Signature (Head)	Not required

1. Where the owner is known, the Federation will ensure that the property is returned to the owner (or, if appropriate, give one month's notice for the owner to collect the property. In these circumstances, if the property is not collected, the school will, in effect, own the property).
2. Unnamed items of lost property will be put in the lost property boxes which are accessible to pupils and parents/carers at the end of each school day. Lost property will also be displayed at least once per term in the playground. Any unclaimed items will be stored for 6 months, after which items will be donated to charity, or sold with the proceeds going to school funds.