

Dear Parent / Carer

### Lost Property

We have an ever growing amount of lost property at The King's School. We appreciate that replacing lost uniform and equipment is expensive and hopefully these guidelines will assist your son in retrieving any items he may misplace.

- Staff members are unable to search for student's lost property and the onus is on students to take responsibility for their own property. When students lose property they should look in the classroom or area where they believe the item was left. If they do not find their property they should then go to Reception.
- All lost property with a name tag that is handed into Reception will be returned to its rightful owner by the office staff. The student names will be placed on the electronic noticeboards, boys should read these frequently so that they are aware that property is awaiting collection.
- Lost property that is handed into Reception and is not labelled will be held until the end of the term. At the end of this period all lost property will be disposed of.
- If your son misplaces any property at the Sports Hall/Field Changing rooms he should first check the Lost Property there.
- At the end of each half term and full term the lost property cupboards will be emptied and the contents brought back to Reception. Items of lost property that are labelled will be returned to their rightful owners, and unlabeled items will be held until the end of term and then disposed of.

With almost 1,100 students at The King's School wearing the same uniform. We cannot recognise items as belonging to a particular person if it is not labelled. If property is labelled, it can be promptly returned to its owner via our office staff thus avoiding distress and costly replacement.

We request that all belongs are named. Name tapes are best, even iron-on tapes. If you do not have these just write on the label or inside of trainers or shoes with a good quality laundry marker or permanent marker pen.

Please use full name or initial and surname, rather than just a first name e.g. 'J Jones' is much better than 'John'. Washing does erase marker pens, so please check periodically that the label is still clear.

Kind Regards

The School Office