



# Sunridge Circle Primary

## Management Of Lost Property Policy

### 1. LEGISLATIVE FRAME WORK

The policy will be applicable for all matters pertaining to issuing, control, orders, purchasing, distribution, retrieval, replacement, storage, care and use of SUNRIDGE CIRCLE PRIMARY SCHOOL Lost Property and will be applicable to the staff, parents, learners and other stakeholders at the school.

### 2. POLICY OBJECTIVE

The purpose of the policy is to:

- Manage and trace marked, and unmarked items left at school.
- Return marked items to learners.
- Unmarked items will be dealt with in the below mentioned process.

### 3. PERSONAL INSURANCE

The school will not replace any personal items of the pupils which are lost because of theft or having been misplaced or lost by a learner.

Parents are to ensure that NO VALUABLE items belonging to their child/children remain overnight or over week-ends on the school property.

### 4. MARKING OF BELONGINGS

Parents are to ensure that every item belonging to their children is clearly marked with the full name and surname. The parents must regularly check that the marking has not become faded (illegible).

### 5. ITEMS LEFT AT SCHOOL

Only MARKED items will be returned to learners via the class educators as identified. Unmarked items will be given away to charity if unclaimed after a term.

**6. PROCEDURE FOR FINDING LOST PROPERTY**

**6.1 Clothing**

If there is a name on the item and it is handed in the item will be returned to the learner. Children that have lost an item may ask to go to lost and found (Ms Wolf in the finance office) to have a look if their item has been found. If item has no form of identification and has not been claimed, it will be displayed during a break on a table in the quad this will happen monthly, last Thursday. The items that are not collected and are still in wearable/good condition will be fixed and washed alternatively it will be donated. Bottles and Tupperware will be donated if not collected after the same process has been followed.

**6.2 Lunchboxes and bottles**

These items will be returned to the learner if it has been marked with the learner’s name and grade. Items without names will be displayed during a break, once a month. If item has not been claimed during that time it will be donated.

**POLICY APPROVAL**

DESIGNATION		DATE
PRINCIPAL	<i>[Signature]</i>	2024.06.04
SGB CHAIR	<i>[Signature]</i>	2024.06.04
REVUE DATE	2026.06.04	