

## **SENIOR SCHOOL LOST PROPERTY – REVISED FEBRUARY 2019**

The Lost Property system for the Senior School is run by the Matrons. Any queries regarding Lost Property should be addressed to the Matrons (telephone: 0114 266 8408, email: [lostproperty@birkdalschool.org.uk](mailto:lostproperty@birkdalschool.org.uk))

The system for dealing with Lost Property is as follows:

- During normal working hours all **valuable** lost property e.g. wallets, keys and mobile phones, should be handed in immediately to the School Secretary. Valuable lost property found outside of office hours should be taken to the Bursary. Valuable lost property will be stored securely in the Bursar's office to await collection.
- All other lost property should be placed by whoever finds it in one of 3 containers – one will be in the boys' changing room next to Heeley Hall; the second will be in the main entrance to Johnson Building; and the third will be in the side entrance to the Grayson Building.
- All lost property found in Sixth Form Common Rooms and Study Areas will be collected by an Assistant Head of Sixth Form and stored securely in the Grayson Building for collection from him. Any items not collected at the end of each term will be brought to the Lost Property Store in Oakholme.
- Any items of pupils' property should be stored in the pupil's locker. Large items, such as games bags, may be left in the locker room provided they are not on the floor. At the end of each day pupils' property found anywhere else (including on the floor of locker rooms) will be regarded as 'Lost Property' and moved by cleaning staff to the nearest lost property box.
- Pupils may look in these containers at any time for items they have lost.
- Each Monday evening these containers will be emptied and the contents brought to the Lost Property Store in the basement of Oakholme Building.
- Lost Property will be sorted into named and unnamed and stored in the secure store room to await collection.
- Pupils may collect lost property from the Lost Property Store **during morning break, Mondays & Wednesdays or between 1pm and 1.30pm, Tuesdays & Thursdays.**
- Pupils & their parents will be notified by email of the presence of named lost property. The pupil concerned will be expected to collect their lost property within a week of the date of the email.
- All lost property found at Castle Dyke at the end of each day will be locked away in the pavilion and brought back to the Senior School weekly. Prep School pupils' property will be separated out and sent to the Prep School. Senior School pupils' property will be dealt with as described above.
- At the end of each term all non-valuable lost property will be put on display for a few days. Any items that have been stored for more than half a term and that are not collected at the end of the display period will be disposed of either to charity or destroyed as appropriate.
- All valuable lost property will be held for a year and then disposed of.