Lost and Found Policy 2026-27

Implemented:	**November 2025**
Next Review:	**June 2027**

Purpose

The purpose of this policy is to establish a clear and organized process for handling lost and found items at The Winchester School. We aim to help students and staff reclaim lost belongings while promoting responsibility and respect for personal items.

Scope

This policy applies to all students and staff of The Winchester School.

Lost and Found Items:

Any item such as digital devices, mobile phones, laptops, money, wallet, accessories, articles of clothing, footwear, water bottles, lunch boxes, stationery, sports gear etc. abandoned, misplaced or not claimed and found in various areas of the school are deemed *lost and found.*

Location

The Lost and Found is located at the below areas and is open during school hours (7:30 a.m. to 2:00 p.m.)

	Item	Designated Area
Primary	Jackets, bags, books, water bottles etc.	Cupboard placed closer to the staircase near the FS bike area on the Ground Floor
	Money and valuable items	Head of Primary office, With PA to Primary
Secondary	Jackets, bags, books, water bottles etc.	Ground floor on the staircase close to Secondary reception
	Valuable items, devices	Head of Secondary office with the PA to Secondary

Lost and Found Procedures

A. Reporting Lost Items

- **Who to Contact:** Students should report lost items to the Form tutor or the Head of Year.
- **Details Needed:** When reporting a lost item, students should provide a detailed description, including:
  - Type of item (e.g., backpack, jacket, book)
  - Color, size, and any identifiable features (e.g., name tag, stickers)
  - Date and location where the item were last seen.

B. Submitting Found Items

- **Where to Submit:** If you find an item, please bring it to the Lost and Found area as soon as possible.
- **Details Required:** When submitting an item, provide a brief description of where the item was found.

C Retrieving Lost Items

Claiming Lost Items

For FS to Year 4

- Teaching assistants will accompany students in FS1 to Year 4 to the Lost and Found area. If the item is located, it will be given to the student, and the teacher will notify the parents.

For Year 5 to 13

- To retrieve a lost item, students must visit the Lost and Found area and provide:
  - A detailed description of the item to verify ownership
  - Proof of ownership, if necessary, such as:
    - Name tags or labels
    - Unique identifiers for common items
    - Open the device using their password and show to the staff.
- If a student loses any personal item during school hours and is unable to retrieve it on the same day, they must report to their form tutor the following school day to collect the item. For health and safety reasons, students will not be permitted to re-enter the school premises after school hours to retrieve lost items under any circumstances.

Collection Process

- Once ownership is verified, items will be returned to the individual.
- A Lost and found log must be signed upon collection of the item.
- If someone else is collecting the item on behalf of the owner, they must present a signed authorization letter from the owner and their ID for verification.

Lost and Found items such as jackets, water bottles, bags etc. will be made available for collection **every Wednesday and Thursday during break time** at the following venues:

- **Primary:** Area outside Head of Primary's Office on the first floor
- **Secondary:** Opposite to the Head of Secondary (HOS) office in the ground floor.

Items will remain available for **30 days** before being donated, repurposed, or disposed of.

Storage and Retention

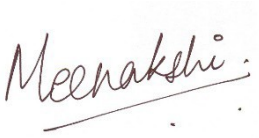
- All lost items will be stored securely for a period of **30 days**.
- Perishable items (e.g., food, drinks) will be disposed of at the end of each school day.
- Unclaimed items after 30 days will be donated, repurposed for school use, or disposed of responsibly.

Responsibility

- The school is not responsible for lost, damaged, or stolen personal items. Students are encouraged to label their belongings clearly and keep them secure.

Communication

- Regular reminders about the Lost and Found services will be communicated through weekly updates and in the registration time.

Signed : 

Date: June 2026