Kew House School – Lost Property Policy

1. Secure storage of lost property

- A member of the admin team will return all named lost items to pupils as and when they are handed in to reception, usually within a couple of days.
- Valuable or sensitive items (e.g., wallets, electronics, keys) will be stored separately in a locked cabinet at reception.

2. Unnamed lost property

- Unnamed lost property items will be kept at reception for parents and pupils to look through, from 8.00am to 5.00pm Monday to Friday in term time.
- If pupils and parents wish to claim unnamed items they **must** come to reception and ask for the specific lost item. E.g. "I *have lost my Tech-top", "I have lost my Blazer"*.

3. Clean sweep at end of term

- All named items will be bagged up and labelled with pupil's name, then returned at the beginning of the next term.
- Parents can contact Reception during the holidays from 9.00am to 4.00pm and arrange a time to check bagged items.

4.Disposal/Donation

- At the end of term, unclaimed items will be donated to the second-hand uniform sale, if in a reasonable condition, otherwise will be disposed.

Office Manager

June 2025