



EAST FREMANTLE PRIMARY SCHOOL

Lost Property Policy

Managing lost property is a challenge for students, staff and families but also offers opportunities to learn and reinforce important values, the most significant being:

- Responsibility
- Sustainability
- Organisation

Guiding Principles

- Lost property will be collected and managed in a way that encourages students to find lost belongings themselves.
- Uncollected lost property will be managed and disposed of in a sustainable manner.

School Responsibilities

- Ensure cleaning staff understand they are to take unclaimed items to the lost property area.
- Remind students and parents to check lost property before the end of each term.

Teacher Responsibilities

- Encourage students to be organised by reminding them of what they need for their day and ensuring students experience the appropriate consequences when they are missing items.
- Encourage students to be responsible for checking lost property for their missing items.
- Take unclaimed items to the lost property area and place in the appropriate category.
- Discourage students from 'borrowing' lost property items - there is a cache of hats and jumpers in each classroom if required.

P&C Responsibilities

- Maintain the lost property area to facilitate students being able to search for items
- Remind parents of the lost property process.
- Once per term display lost property in a visible place in the school grounds for easy access by parents and students and as a visual reminder to check for lost property.
- Responsibly dispose of remaining lost property at the end of each term:
 - Uniform items in good condition: washing, removing names and taking to the uniform shop for resale.
 - Non-uniform items in good condition: arranging donation to charity
 - Recyclable items in bad condition: placing in recycling bin
 - Non-recyclable items in bad condition: placing in non-recycling bin

Parent Responsibilities

- Clearly label student property or facilitate students labelling their property.
- Encourage students to be organised by reminding them of what they need for their day.
- Discourage students from taking unnecessary and/or unlabeled items to school.
- Remind students to check lost property for missing items.



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Student Responsibilities

- Look after their property such that it isn't lost.
- Look for any missing items as soon as possible in the last known location then in lost property.
- Check lost property before the end of each term.