



Lost & Found Policy

**2023/2024**

## **Rosary School Lost and Found Policy**

**Objective:** The aim of the Lost and Found policy is to provide a systematic and organized process for handling lost items within Rosary School, ensuring a prompt and efficient reunification of belongings with their rightful owners.

### **Designated Personnel:**

- Mrs. Annline is the Head of the Lost and Found Department.
- Mr. Awni will specifically be responsible for overseeing the day-to-day operations of the Lost and Found area.

### **Procedure:**

1. **Designated Area:**
  - A dedicated Lost and Found area will be established within the school premises.
2. **Reporting Lost Items:**
  - Students, staff, and visitors who have lost personal items are encouraged to report the loss to the school's main office or to Mr. Awni.
3. **Labeling of Belongings:**
  - Students are encouraged to label their personal belongings with their name and contact information. This practice facilitates easier identification of items and expedites the return process.
4. **Found Items:**
  - Anyone finding a lost item is encouraged to bring it to Mr. Awni or place it in the designated Lost and Found area.
5. **Recording Found Items:**
  - Mr. Awni, along with designated personnel, will maintain a log of found items, recording details such as date found, description, and location.
6. **Periodic Reviews:**
  - The Lost and Found area will be periodically reviewed by Mr. Awni, and unclaimed items may be donated to charitable organizations or disposed of as deemed appropriate.
7. **Communication:**
  - Regular announcements will be made, led by Mrs. Annline and Mr. Awni, to remind the school community to check the Lost and Found area for any missing items.
8. **Claiming Lost Items:**
  - Owners can claim their lost items by providing a detailed description or other identifiable information. Students may need to present their student ID or other proof of ownership.
9. **Unclaimed Items:**
  - Unclaimed items may be held for a specified period, after which they may be donated or disposed of.

**Disclaimer:** Rosary School is not responsible for the loss or damage of personal belongings. Students and staff are encouraged to exercise caution and responsibility regarding their possessions.  
This Lost and Found policy is subject to periodic review and may be updated as needed.

<b>Review Date:</b>	31/01/2024
<b>Next Review Date:</b>	31/01/2025

<b>Health &amp; Safety</b>		<b>Date:</b>	
<b>Operations</b>			