



## **Policy relating to loss or damage to pupils' property**

It is our aim to ensure that pupils' property is safe and secure within school. If however damage is directly the result of negligence on behalf of the school; for example wet paint on clothing, the school will attempt to repair or if necessary replace the item. If an item is lost, the games staff or the form tutors, where appropriate are asked to attempt to ensure that the item is returned. Often when items are placed on the Newsletter, other parents discover that it has been incorrectly picked up. There are 2 locations for lost property, one in the reception area and one in the changing rooms; in the case of smaller items – the office. In the event of suspected theft, the form tutor will investigate, liaising and informing the Deputy Head on their findings.