



# Sandbach High School

and Sixth Form College

Our Academy, Our Future

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## LOST PROPERTY POLICY

### **Clothing/items of school equipment etc.**

- Items handed in will be checked for identification and where possible will be returned to the owner.
- Un-named items will be dated and held in the Site Maintenance office for three weeks.
- After three weeks any unclaimed items will be sent to local charity shops.

### **Jewellery, watches, keys, spectacles**

- Items handed in will be checked for identification and where possible will be returned to the owner.
- Un-named items will be dated and held in the site maintenance office.
- Students have the opportunity to check for lost items during break and lunch times.
- Any items remaining unclaimed after ONE YEAR will be disposed of via a retailer of such goods and the proceeds donated to charity.

### **Reminder**

**All clothing** brought into school should be suitably named.

**Jewellery** other than for a watch and a single pair of earrings, jewellery is not to be worn. Where earrings are worn they should be either of the stud variety or a small loop - no larger than a 5p piece. Facial piercings of any type are not permitted.

**Please note** that the school does not accept any responsibility for loss of, or damage to, personal property whilst on or left at the school premises.