

## LOST AND FOUND POLICY

**Rationale:**

The purpose of this policy is to provide procedures for handling lost and found articles.

In this policy, "lost property" means any unattended, abandoned, misplaced, or forgotten item -- which is found within/inside the premises/boundaries of the School.

**Key Points:**

- Students are encouraged to write/print their names on all personal belongings such as jackets, lunch boxes, digital devices, pencil/pen pouches, compass boxes, water bottles (meant for only selected year groups) etc.
- Lost items will be kept in the "Lost and Found" Area located outside the multipurpose Hall.
- Students may check the lost and found for missing items. Parents can also request to check for missing items in the lost and found area with prior appointment.
- Any cash, jewelry found will be submitted to the Bursars office which can be retrieved on providing supporting evidence.
- Unclaimed items will be donated to a local charitable organization or discarded at the end of every term.

The School strongly discourages students bringing large amounts of money or personal valuables to school. The School cannot assume responsibility for loss or damage to personal property brought to school.

<b>Policy Details</b>	<b>Lost and Found Policy</b>
<b>Version Date</b>	<b>August 2017</b>