

Lost Property Clear Out Procedures

Background

Forrest Primary School has developed Lost Property procedures to ensure that lost property will be cleared each week, due to a build up of unclaimed items. This will occur on a Thursday. Parent volunteers will sort the clothing into class piles and Year 6 students will distribute the clothing.

This document sets out the process to be followed for clearing out the cupboard. This process has been agreed with the school Principal and teachers.

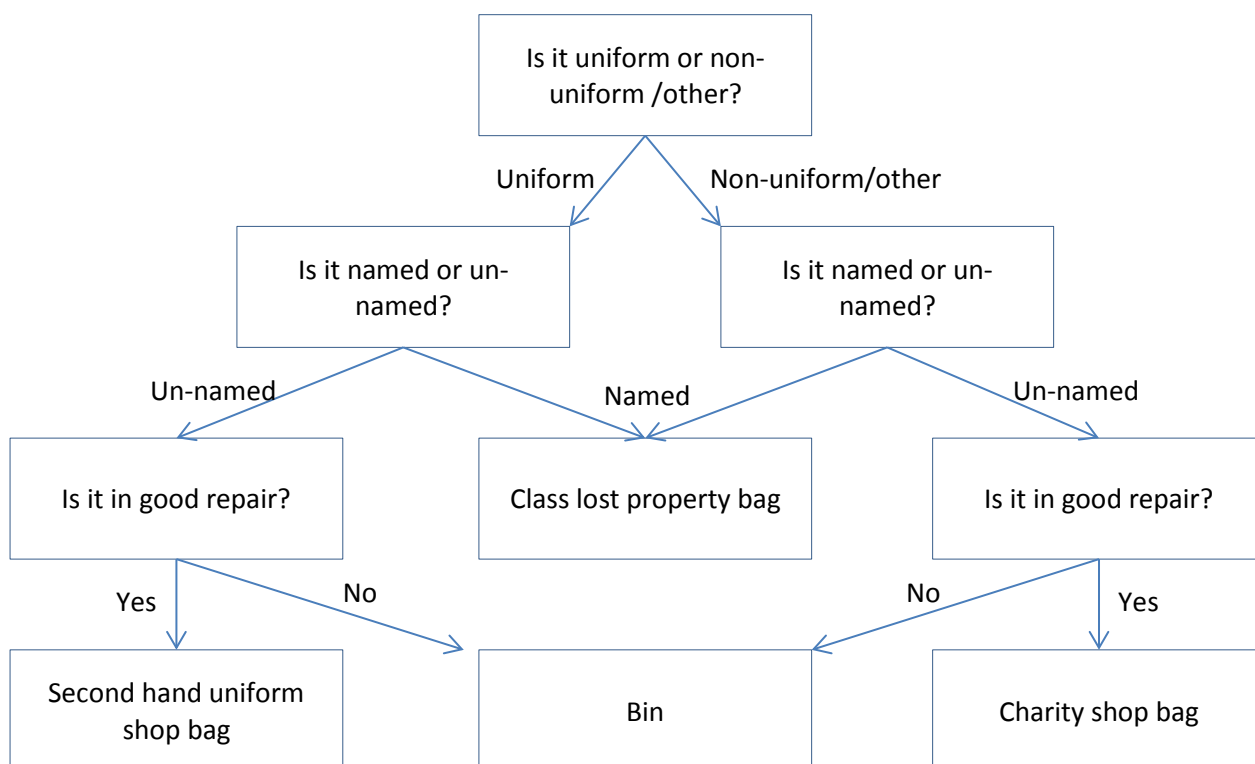
Procedures

• Before clean out day

1. Teachers to return their lost property bags (currently red and white strawberry patterned supermarket bags) to the Lost Property Cupboard near the canteen.
2. Request a student list be available on the day of the clear out. The list can be requested from the front office staff or the business manager. The list needs to have student names and class, to enable labelled items to be returned. This list is then returned to the front office staff after clear out is completed.

• On clean out day

1. Bring with you plastic (or other) bags and a marker pen for labelling items as required and for containing items to go to charity.
2. Collect the student name list from the front office.
3. Pull items out of the cupboard and sort into categories using the following decision tree:



Class lost property bags are taken to classes for distribution by student helpers.

All unnamed uniforms in good repair are stored for up to two weeks in the Lost Property cupboard. After the two week period they can be bagged and provided to the second hand uniform pool, via FOOSHC or uniform shop manager (if on site).

Items for charity must be removed from the school and delivered to a charity bin.