

## Lost property statement

Below is a summary of how lost property is managed at Co-op Academy Manchester. We appreciate that replacing lost items can be expensive, so hopefully these guidelines will help.

### If your child loses something in school

In the event that your child loses something, they should:

- Visit the last area they were in. If the item is not there, they should retrace their steps and check all classrooms/areas that they have been in that day.
- If they are unable to find their lost item, they should inform their Head of Year who will contact lost property to check whether the item has been handed in. Sometimes it may take a few days before lost items are handed in.
- If their missing item hasn't been handed in yet, a note will be made of what they have lost. If it is handed in at a later time, it can then be returned to its rightful owner.

### Labelled items

Labelled items will be returned to their rightful owner.

We have over 1,500 students at the academy. We can't recognise items as belonging to a particular student if they are not labelled.

Labelling uniform and other items is simple to do; there are sew-on or iron-on name tags and marker pens for clothing. Writing your child's full name on their uniform will help them to reclaim lost items.

Labelling of shoes and trainers can be done with a permanent marker pen, just remember that over time the writing will gradually fade.

### Lost property that is not reclaimed

Lost property that is not reclaimed will be held for one half-term. After this time:

- Items that are in good condition and are not part of our uniform (including coats, bags, trainers) will be given to charity.
- Uniform and PE kit that is in good condition will be donated to our uniform exchange.
- We do not have an infinite amount of space for storing lost property, therefore items that are not suitable for the uniform exchange or charity will be thrown away.

### Valuable items

Found items such as keys, phones, jewellery or watches will be kept securely at Reception until they are claimed.