

LOST PROPERTY PROCEDURES

BREAK TIME

Teaching Assistants

Responsible for Sweeping
Playground

LUNCH TIME

Playleaders

Responsible for Sweeping
Playground & Dining room

BREAKFAST CLUB

Lynsey Grain

Responsible for Sweeping
Dining Room

Is the clothing
named?

YES

NO

Return the clothing to the pupil

Bring to Lost Property located at
the front office

Items are kept for ½ term

Mishy Skea

1st week following ½ term we
will have a Lost Property
display, with notice given to
parents

Mishy Skea

All unclaimed items of good
quality to be sold on Uniform
Shop

Mishy Skea