

LOST AND FOUND POLICY

Policy Name	Lost and found Policy	Policy No.	DWS_PLA_084
Effective Date	April 2025	Date of Last Review	25 th March 2025
Date of Next Review	March 2026	Person in-charge	Admin Manager

Introduction

The purpose of this policy is to provide procedures for handling lost and found articles found in school. In this policy, “lost property” means any unattended, abandoned, misplaced, or forgotten item, which is found within the premises/ boundaries of Dewvale School.

Procedures for Lost Property

Students are encouraged to write/ print their names on all personal belongings such as jackets, lunch boxes, digital devices, stationary, water bottles etc.

- Lost items will be kept in the “Lost and Found” cupboard, which is situated near the admin pantry staircase.
- Students may check the lost and found cupboard for missing items. Parents can also request to check for missing items in the lost and found cupboard by asking at reception.
- Any money or jewellery found on the school premises will be submitted either to reception, which can then be retrieved on providing supporting evidence.
- The school strongly discourages students from bringing in large amounts of money or personal valuables, including toys to school.
- The school cannot assume responsibility for loss or damage to personal property brought into school.

The Lost and Found cabinet will be cleared out at the end of each term. Items remaining will be given to the Red Crescent.