

## Lost Property: for the guidance of pupils and parents

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### **The following procedures apply:**

All property, kit and equipment should be covered for insurance purposes by parents with some sort of all-risk policy; the School does not undertake to insure pupils' property against loss, damage or theft.

All property, kit and equipment must be clearly, visibly and permanently marked with a boy's name. This includes all sports kit, all school clothing, CCF and other kit, sports equipment (including hockey sticks, bats, racquets), bags, all footwear, and of course calculators, watches, text books, pens and pencil cases.

Valuable items that are not needed for use at School (for example, expensive sunglasses, large sums of cash) should not be brought to School.

**Boys must lock their suits and clothing, together with all other valuable items, inside their games lockers while they are playing games or doing PE.** Jackets left unattended may be removed by the Duty Teacher or a member of the JCR.

Anyone caught stealing any property runs the risk of a very serious punishment. 'Borrowing' without the owner's consent is often indistinguishable from theft, and is likely to be treated as such.

Belongings that are left lying around in the Changing Rooms will be taken to Lost Property. The Lost Property Department is in the Delivery Depot (located off the drive between the Gatehouse and the Manor). It is open between 8.30 am and 4.30 pm, Monday to Friday. Parents are also welcome to visit the Depot during these times. Occasionally the Head Porter will arrange for the Lost Property to be distributed during House Assembly. Unmarked items will be held for a while, then, if unclaimed, they will be disposed of.

Bags carried around the School should be left on the nearest bag rack during lunch, Assembly or whenever they need to be left somewhere other than a form room or locker. All bags must carry the owner's name for identification and preferably a distinctive external feature for ease of identification.

Property left lying around the School for any great length of time (for example, in form rooms or on lockers or bag racks) will be taken by the Cleaning Staff to the Lost Property Department. During holiday periods and the autumn half term the School will be 'swept' for Lost Property, and everything will be taken to the Lost Property Department.

Boys who lose property should make every effort to regularly check the Lost Property Depot and to search likely areas of the School site. If the item was named, there is every likelihood that it will turn up eventually. Valuable items may sometimes be handed to School Reception and boys make check here for those.

Cars must be left locked in the designated car parks which are available to pupils. Cycles should be left in the cycle shed and must be securely padlocked.

Dr A R H Clarke  
Deputy Head (Information Services)  
June 2023