



Understand \* Uplift \* Unite

Thursday 6th March 2025

KS1 and KS2 Lost Property

Dear Parents and Carers,

We are writing to make you aware of our new procedures for managing KS1 and KS2 lost property at school.

- Each day, any lost property around the school will be collected and sorted.
- Any items with children's names on will be returned to them.
- Unnamed items will be stored in the boxes inside the KS1 entrance in the front playground. If your child has lost any items, then they will most likely be here for you to collect.
- Lost property will no longer be held in the medical room for you to go and collect.
- On Fridays and/or Mondays, any items will be put out on tables in the front playground for collection.
- Any uncollected items will then be bagged up and stored, and in time either given to the PTA/School Uniform Fund to be repurposed, or they will be disposed of.
- EYFS lost property will be kept in the EYFS building so please speak to a member of the EYFS team.

It is really important that **all** of your child's uniform and property is named so that if they do lose something at school it can be returned to them. We have a huge amount of lost property and without items being named, we cannot return belongings to their owners.

There will be tables with lost property out today and tomorrow in the front playground so we can clear the backlog and return as many items as possible. Please come by and check to see if any of your child's belongings are there.

Many thanks,

Jennie Reed and Nicola Hayles  
Co-Headteachers

