Lost Property

Sir John Thursby Community College cannot accept responsibility for loss or damage to the personal property of students, staff and visitors.

Students are responsible for ensuring that they keep their property safe; Sir John Thursby Community College does not accept responsibility for any items lost by a student.

We appreciate how expensive it is to replace missing school uniform, bags, coats and equipment. To minimise the possibility of property being lost please ensure that all items of clothing and equipment, is clearly labelled with your child's full name.

If your child loses anything during the school day, encourage them to ask at the school reception so that we can check the lost property store for the item.

All lost property will be handed into the main office, where we will do our utmost to reunite items with their owners.

Each day between 3.10pm and 3.30pm the office will be available to assist students with the retrieval of lost property.

At the end of each half term, any unclaimed lost property will be displayed in the main hall for students to view. At the end of each term, any unnamed lost property will be disposed of/given to charity or donated to the school community.

Term	First Week of Term	Last week of Term
Autumn Term	All lost property in the Summer Term (previous year) disposed/donated to charity/donated to school community	Lost property available in the main hall for all students to view. Classchart message regarding lost property procedures sent to parents/carers /students
Spring Term	All lost property in the Autumn Term (previous term) disposed/donated to charity/donated to school community	Lost property available in the main hall for all students to view. Classchart message regarding lost property procedures sent to parents/carers /students
Summer Term	All lost property in the Spring Term (previous term) disposed/donated to charity/donated to school community	Lost property available in the main hall for all students to view. Classchart message regarding lost property procedures sent to parents/carers /students
All Year		
Students can view items at the end of the school day between 3.10pm – 3.30pm. Reminder messages re lost property will be sent out via form time bulletin.		