

LOST PROPERTY POLICY

Purpose: This policy outlines the procedures for reporting and managing lost items to ensure a streamlined process for students, staff, and parents.

1. Reporting Lost Items:

- To report a lost item, students or staff must notify the front office as soon as possible. A lost item report form will be available for documentation.

2. Lost and Found:

- A designated lost and found area will be maintained in the front office. Items reported lost should be checked regularly.
- All found items should be turned in to the front office.

3. Identification:

- Students are encouraged to label personal items with their name and class to facilitate the return of lost belongings.

4. Duration of Retention:

- Lost items will be kept in the lost and found for a duration of one term. Unclaimed items will be donated to charity or recycled.

5. Liability:

- Mandalika Intercultural School is not responsible for lost or stolen items. Students are encouraged to keep valuable items at home.

6. Communication:

- Reminders to check the lost and found will be communicated at the end of each term.

Change History

Version	Approved by:	Date of issue:
1	School Board	14th February 2025