



**LOST PROPERTY POLICY**



<b>POLICY NAME</b>	<b>LOST PROPERTY POLICY</b>						
<b>APPROVAL AUTHORITY</b>	<b>PRINCIPAL</b>	<b>ADOPTED</b>	<b>APRIL 2023</b>	<b>REVIEWED</b>	<b>JANUARY 2024</b>	<b>NEXT REVIEW</b>	<b>JANUARY 2025</b>
<b>RESPONSIBLE OFFICE</b>	<b>ASSESSMENT COMMITTEE</b>	<b>REVISED</b>	”	”	”	”	”
<b>RESPONSIBLE OFFICE</b>	<b>ADMISSION OFFICE</b>	<b>AVAILABLE</b>	<b>In the Library , Website</b>				

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

### **Purpose**

The purpose of this policy is to: • Encourage honesty and to foster responsibility for one’s belongings. • Provide procedures for handling lost and found items.

### **Aims and Objectives**

To clarify the school’s position regarding the care of personal items brought on to the school site by students and the procedures to be followed if personal items are lost. To promote the following values among students: • Honesty • Respect • Trust • Truth • Responsibility • Mindfulness • Fairness • Kindness • Care

### **Key Points:**

- Students are encouraged to write/print their names on all personal belongings such as jackets, lunch boxes, digital devices, pencil/pen pouches, compass boxes, water bottles (meant for only selected year groups) etc.
- Lost items will be kept in the "Lost and Found" Area located outside the multipurpose Hall.



- Students may check the lost and found for missing items. Parents can also request to check for missing items in the lost and found area with prior appointment.
- Any cash, jewelry found will be submitted to the Bursars office which can be retrieved on providing supporting evidence.
- Unclaimed items will be donated to a local charitable organization or discarded at the end of every term. The School strongly discourages students bringing large amounts of money or personal valuables to school. The School cannot assume responsibility for loss or damage to personal property brought to school.

Any item such as digital devices, articles of clothing, footwear, swim costumes, water bottles, lunch boxes, stationery, sports gear etc. abandoned, misplaced or not claimed and found in various areas of the school are deemed lost and found.

- All articles, other than digital devices, are deposited in the Lost and Found section of the school which is the alcove near the Facility Officer's room on the ground floor.

- Money and valuables are deposited with The Head of Policy and Compliance.

Digital devices such as mobiles, I pads, laptops etc, are deposited with the Head Security Guard at Gate 1 and are logged in a special register.

Procedure on the part of staff:

- Supervisors and teachers are intimated of found items through email and the information is cascaded by them to the students.

- Complaints of stolen items are taken very seriously and are looked into by the supervisor/ MSO.

- CCTV footage is checked when necessary

- Strict action is taken against the offender Students who have misplaced/ lost items may:

- Look for items in the Lost and found section of the school

- IT devices should be collected from Head Guard at Gate 1 and the students sign against the item claimed in the register.

- Money and valuables collected from Head of Policy and Compliance

- Parents can also check the Lost and Found section for their child's belongings Uncollected items at the end of the term:
- Money is donated to a charity fund



**Note: Students of Modern are encouraged to label all personal belongings and are discouraged from bringing valuables to school. They are also encouraged to be responsible for their own belongings and the school is not to be held accountable for lost items.**

**Date of Review : January 2024**  
**Next Review : January 2025**

**Dr. Prasanna Bhaskar**  
**Principal**