



## PROCEDURE TO FIND OR REPORT LOST PROPERTY

### STUDENT & PARENT/CAREGIVERS GUIDE

- We appreciate that replacing lost items can be expensive so, in the unfortunate event that your child does lose something, they should:
  1. Visit the last area they remember having the item. If the item is not there, they should retrace their steps and check all classrooms/areas that they have been in that day or speak to the teacher of the class they may have lost it in.
  2. If they have been unable to find their lost item, they should go to Student Services to check whether the item has been handed in.  
Please note that, sometimes, it may take a few days before lost items are handed in.
  3. If it has not been handed in to Student Services, students - or their parents - can contact Student Services by emailing [absentees@rosmini.school.nz](mailto:absentees@rosmini.school.nz) to report the missing item and we shall log details and keep an eye out for it.

**It is important all items are labelled correctly, both clothing and equipment.**

*Writing your child's first and last names (clearly) on items will help them to reclaim lost items.*

*\*Please regularly check items as labels do wear/wash off.*

**We cannot recognise school uniform items as belonging to a particular student if it is not named.**

*Therefore, all lost unnamed school uniform items will be donated to the second-hand uniform shop.*

- Any ***labelled items*** found will be held at Student Services, and parents/students will be emailed promptly regarding collecting the items.
  - *Any named lost property found (and email has been sent), will be held for no longer than 10 weeks, before being donated/thrown away. A last chance to collect email will be sent 1 week prior to the 10-week expiry date.*
  - *We simply do not have the storage space to hold these items indefinitely.*
- To claim ***unnamed non-school uniform items***, students/parents will need to describe the item in detail before we will hand over.
  - *Process for unnamed non-school items not claimed within 10 weeks of the date found:*
    - *Drink bottles, lunchboxes, pencil cases etc – **thrown away***
    - *Non-school uniform items – **donated to local charity***
    - *School uniform items – either **donated to our loan uniform stock** or **donated to the Second Hand Uniform Shop** for re-sale.*
  - *We simply do not have the storage space to hold these items indefinitely.*

**THE SCHOOL IS NOT RESPONSIBLE FOR ANY LOST ITEMS**