



6<sup>th</sup> June 2018

Dear Parents/Carers,

## New System for Lost Property

At the end of last half term we had an unprecedented amount of lost property, which has led us to come up with a new system. As of this half term the lost property that is on display in the foyer will be put into bin bags every two weeks and stored elsewhere on site. Any unclaimed items that are still in storage at the end of each half term will be donated to charity.

Before being put into storage, all items will be checked to see if they have a name in, and those that do will be returned to the relevant child. It is therefore very important that you try to label all of your child's belongings with their full name.

For health and safety reasons we will not keep any lunchboxes in storage, so please ensure that you label your child's lunchbox so that it is not binned after the two week cut-off period.

Kind regards,

Deborah Howard  
Headteacher



**Inspiration & Success**

