

Personal Property Policy



St John's College

PERSONAL PROPERTY POLICY

This policy applies to the Senior School. **Version: September 2017**

This policy is reviewed annually by the Governing Body - The Board of Trustees, and was last reviewed in: **September 2017**

All personal property including clothing, shoes, sports kit, calculators, etc., must be clearly marked with the student's name. Cloth label tapes on clothes must be sew-in not iron-on. We do not advise the use of marker pens on clothing items. **It is inadvisable to bring expensive items to school. They are not covered under St John's insurance and we cannot be held responsible for loss, damage or theft.**

LOST PROPERTY

Property will sometimes be misplaced. Whenever property is found, it should be handed over to the school's care at Reception. A record is kept of all items handed in. Items of clothing will be passed to the Head of Domestic Staff, Mrs Gaynor Thomas.

Mrs Thomas is available in school every day, from whom lost items may be claimed. Unclaimed, named items are collected together each Half Term and given to the appropriate Head of Year for distribution. All remaining unclaimed items will eventually be given to charity.