

## **Personal Property Policy**

St John's College, Cardiff

## PERSONAL PROPERTY POLICY

## This policy applies to all sections of the School:

Sixth Form, Senior School, Junior School, Infant School & Nursery.

**Version:** September 2025

All personal property including clothing, shoes, sports kit, and 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 recommend 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. If the item is named, a member of the reception team will inform the Form Tutor and/or Head of Year.

All remaining unclaimed items will eventually be given to charity.