

# Personal Property Policy

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**St John's College**

## **PERSONAL PROPERTY POLICY**

This policy applies to the Senior School.

*Version: September 2020*

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. 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.