



## ALDERLEY EDGE COMMUNITY PRIMARY SCHOOL

Policy No: 32

### A POLICY FOR PUPIL'S PROPERTY

#### Rationale

We believe it is necessary to identify property in order to be able to retrieve mislaid items speedily and prevent misunderstanding of ownership.

#### Purpose

The purpose of this policy is to ensure that all Staff, Governors, Parents, Carers and children realise the importance of identifying property and to assist the speedy retrieval in the event of anything being mislaid. It also makes clear who has responsibility for children's property in school.

#### Guidelines

In order for us to action the above statement the following guidelines should be followed

- Any property brought onto school premises remains the responsibility of the owner
- All uniform, including PE clothes require labelling clearly
- Lunch boxes should be easily identified - a name on the outside if possible
- Snacks brought to school for morning break should be placed in the class snack box provided and preferably the snack should be labelled
- Bags, pencil cases and books should be named on the inside
- Outdoor clothing, including scarves, gloves and hats also require labelling. All children should have a named coat peg to put their clothing on.
- Teachers will check children's property at random times and remind parents of the need to identify clearly all property brought to school.
- Musical instruments require identifying with child's name and should be placed in the child's own classroom in an area designated by the class teacher or in the Music Room. These instruments should not remain in school over night.
- Children are actively discouraged from bring high value items of property or money (other than for payments for school trips) to school. Any such items which are brought in to school, for whatever reason, should remain the responsibility of the child.
- If a child wears jewellery (including watches) which needs to be removed for safety in Games or PE activities the child is responsible for these items. The school or the teacher cannot be responsible for 'looking after' such items. The school actively encourages parents to ensure that their child does not wear valuable items of jewellery in school. (This item is linked to the school's Health and Safety Policy)
- We discourage the bringing of toys to school as they can so easily be mistaken as someone else's property.



- Lost property is placed in the lost property boxes near the main school cloakroom as well as in the entrance area near the Reception classroom. Any items mislaid will be placed here ready for retrieval.
- Periodically, clothes in the lost property boxes will be checked for evidence of ownership by the Site Maintenance Officer and returned to rightful owners.
- Periodically (approx once each half-term) lost property that is not labelled and has not been claimed will be passed on for “re-cycling” or to the Second Hand Uniform supply

### **Conclusion**

Everyone is required to work together and adhere to the above policy and guidelines in order to implement a successful property policy at Aldersley Edge Community Primary School.

**Review:** every 3 years

**Next review:** September 2025