

LOST PROPERTY

All uniform and kit must be named so that the owners of lost items can be identified.

The Lost Property office is situated along the side of Room 8 and is open every lunch time from 1.30pm - 2pm (1pm - 1.30pm on Tutor Day).

Students should check their school email address regularly for notification of a named lost item belonging to them.

Lost property is kept for four weeks before disposal.

Students are reminded that it is their responsibility to look after their own belongings and to check if lost items have been handed in to Lost Property.