



# Portland Secondary College

*Creating the Opportunities...*

## LOST PROPERTY GUIDELINE

### PURPOSE

It is inevitable that items will be misplaced by students, staff and visitors at school. We therefore provide an efficient and effective lost property service for all.

### SCOPE

This guideline applies to all members of the Portland Secondary College Community.

### GUIDELINE

Lost property will be located in Student Services, and will be most of the day.

Parents and students will be regularly encouraged to name and label all personal items including clothing, books, stationary, etc.

Misplaced or lost items are to be brought to the lost property office as soon as possible.

Misplaced items that are inappropriate to be returned to students will be delivered to the Principal or Assistant Principal.

Parents or students seeking lost items should present to the General Office where they will be directed to the Student Services to search for and claim items.

Unclaimed and unnamed items will be displayed in a prominent place at the end of each term for collection.

Unnamed uniform items that are still unclaimed will be placed in the second-hand uniform store for recycling or sale.

Unnamed textbooks that are still unclaimed will be directed to the second-hand bookstore for recycling or resale or utilised by Student Services as they see fit.

Other unclaimed items will be disposed of appropriately.