

مدرسة اوريكس العالمية



Oryx International School

LOST & FOUND POLICY

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| Policy Name | Lost & Found Policy |
| Version No. | 1.1 |
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| Policy Owner | Head of Operations |



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Policy Purpose

The following policy and procedures are intended to ensure that items reported as lost or found are properly accounted for. While in the case of items found, claiming and appropriate disposal.

General Statement of the Policy

Lost and found items in the school will be controlled and monitored by designated staff members. The aim of this document is to outline a systematic and efficient procedure for managing lost items to ensure the timely return of lost or misplaced items to their rightful owners within the shortest timeframe possible.

Please Note: All students are responsible for their own belongings and will need their items to be properly labelled to ensure ease in retrieving any lost items.

Policy Procedures

1. Procedure of finding property on the school premises.

- 1.1. If a student, teacher, or staff member finds lost items they need to register those items to the security staff in Reception. The security staff also scan all the areas of the school at the end of each day and collect all the items and put them in the designated lost and found space, which is located on the Ground Floor in the Admin area.
- 1.2. The security staff at Reception are responsible for and adherence to the following procedure:
 - Fill in the lost items in the logbook form which contains; description of items, information of the person who handed the item, place the item was found in, and the date of finding the item.
 - The item is tagged and placed in the designated lost and found space.
 - All valuable items are also placed in the lost and found room, which is locked.
 - Parents or students can claim and check for their items, between 07:15-03:00pm throughout the week.

2. Procedure for Reporting Individual property loss.

- 2.1. If you have lost an item, you need to report this to the security staff at Reception.
- 2.2. The owner of the lost item should complete a loss report form and should state the description of the item, place of loss and value of the item.
- 2.3. The school will endeavour to find the item, however if the item is not found, the school is not responsible for the loss of the item whatsoever.

3. Procedure of Returning of Lost and Found Property

- 3.1. Items that have names clearly written on them will be returned to their owners.
- 3.2 This will be marked off the lost items logbook once the item is returned.
- 3.3. The items that do not have a name on it will not be returned unless someone claims the item (ideally they should also provide proof of ownership)

4. Unclaimed Property

4.1 All lost and found items will be stored in the lost and found room for one academic year.

4.2 If there was no claim for the founded item, then the school will have the right by this policy to:

- Dispose the item with no value.
- Donate the item to charity
- Donate valuable items to charity if no claim raised.

Pop-Ups

At the end of each term, the school will organise a Lost and Found Pop-Up to give students and parents the opportunity to come and reclaim their lost belongings.

Any unclaimed items after the Lost and Found Pop-Up will be donated towards the sustainable uniform sale or disposed of accordingly.

Communication:

Regular reminders about the Lost and Found items will be communicated by the Customer Experience Representative through newsletters, emails, and school announcements to keep parents informed.

Review and Evaluation

The Head of Operations is the custodian of this policy and will review on a bi-annual basis. In addition, the Head of Marketing and Admissions and the Customer Experience Representative will also review this policy.

Recommendations will be presented to the Executive Principal.

Reviewed by Head of Operations.