

مدرسة اوريكس العالمية



Oryx International School

LOST & FOUND POLICY

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Contents

Policy Purpose..... 2

General Statement of the Policy..... 2

Policy Procedures 2

Pop-Ups 3

Communication: 3

Timings: 3

Labelled Items: 4

Review and Evaluation 4

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 that are found in the outdoor spaces only and put them in the designated lost and found space, which is located on the Ground Floor in the Admin area. Any items that are left in classrooms are not brought to the central lost and found room.
- 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.

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 Items without a name cannot be claimed and will be entered directly into the sustainable uniform sale.
- 3.3 This will be marked off the lost items logbook once the item is returned.

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 items and valuable items to charity

Pop-Ups

Lost and Found Pop-up

- 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.
- Only items with a name label will be displayed at the pop-up, anything without a name label will not be included in the pop-up.
- Any unclaimed items after the Lost and Found Pop-Up will be donated towards the sustainable uniform sale or disposed of accordingly.

Sustainable Sale Pop-up

- All unclaimed items from the Lost and Found, along with donated school uniform items in good condition, will be collected and made available for purchase through the Sustainable Sale Pop-up.
- The purpose of the Sustainable Sale Pop-up is to promote sustainability within the school community by encouraging the reuse and recycling of uniform items.
- Parents will have the opportunity to purchase these items at designated sale events held periodically throughout the academic year. Proceeds may be used to support school initiatives or causes, as determined by the school administration.

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.

Timings:

The school understands that students may occasionally misplace their belongings. To support students and families in recovering lost items, we have established a clear Lost and Found procedure with dedicated timings.

Access Timings

Parents and students may search for lost items only during the following times:

- **Morning:** 07:15 AM – 08:15 AM
- **Afternoon:** 02:00 PM – 03:00 PM

Students are also permitted to check the Lost and Found during their break and lunch times.

Please note that staff will not be able to assist outside the designated hours due to their other responsibilities and commitments.

Labelled Items:

Parents are strongly encouraged to clearly label their children's belongings with their full name and class. Labelled items are easier to return and will be sent directly to the student's classroom when found or can be easily claimed from the Lost and found pop-up

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.