



LYCEE CONDORCET
THE FRENCH SCHOOL OF SYDNEY LTD
A.C.N. 003 977 160

LOST PROPERTY

POLICY

Rationale:

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

Aims:

- To minimise property losses and to return misplaced items to their rightful owners as efficiently as possible.

Implementation:

- The lost property is located in Block D, next to the after-school care room and is accessible from 8.30 am to 9.30 am and from 3.00 pm to 4.00 pm.
- Parents and students will be regularly encouraged to name and label all personal items including clothing, books and stationary.
- Misplaced or lost items are to be brought to the lost property as soon as possible.
- Misplaced items that are inappropriate to be returned to students will be delivered to the principal.
- Parents or students seeking lost items should check the lost property or ask the school office.
- Unclaimed but named items will be returned to their rightful owners.
- Unclaimed and unnamed items will be displayed in a prominent place at the end of each term for collection.
- Other unclaimed items will be disposed of appropriately.