

Misplaced Property Procedures – Secondary School

- 1) Students should immediately report to the Secondary Office that they have misplaced their property.
- 2) The Secondary Office secretaries will record in the Lost Property Book a description of the misplaced item.
- 3) Valuable items that have been misplaced will be reported immediately to the Pastoral Vice Principal, who will investigate the matter further. In instances where a computer has been misplaced the Pastoral Vice Principal will also contact the parent/guardian.
- 4) Students are notified via the student bulletin of property that has been found. Items that have a name on them are returned to the students directly. Items that are not claimed at the end of each quarter are donated to charity.

Student responsibilities

- Students must be responsible for ensuring that their valuables are stored securely in their lockers.
- Students must inform the Secondary Office *immediately* when they realize their property is missing.

College Responsibilities

- If the student informs us immediately of valuable property being misplaced we will make all reasonable effort to locate the item. This can include reviewing CCTV footage, interviewing students who may have information, doing a sweep of the campus by grounds staff, and in exceptional circumstances and with due cause, we may conduct a search of specific lockers and bags. ICT may also be able to facilitate a trace for a misplaced laptop.
- The College can do very little to help retrieve misplaced items once the school day has come to an end and our students have left the campus.

We will advise upon and facilitate Police enquiries into matters of property students and parents believe to have been stolen.

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