



# Lost Property Procedure

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## **Plume Academy Lost Property Procedure:**

All lost property should be handed into the respective campus's Student Support Centre (SSC) for safe keeping. The following procedures should then be followed:

### **Jewellery:**

- All Jewellery should be bagged (clear coin bags available from finance) and a note included to show the date and an approximate location of where the item was found.
- All Jewellery should be kept in a safe locked location.  
***\*If the item is deemed to be high value (in excess of £100), it should be forwarded to the FRC Finance Office without delay for retention within the insured safe.***
- At the end of every full term, all unclaimed items should be forwarded to the FRC Finance Office for further retention.
- After 12 months of retention within the finance office, all unclaimed Jewellery items will be taken by the Director of Finance or Finance Manager to a local jeweller and sold for its scrap value.
- All funds received from the sale of unclaimed lost property will be banked immediately within the academy 'fund account', and the monies will be treated as an unrestricted donation and will used to purchase resources for our students.

### **Clothing – uniform and non-uniform such as coats, hoodies, non-Plume sporting items etc.**

- All lost and found clothing should be retained at the respective campus's SSC until the end of that half term.
- At the end of the half term, all unclaimed uniform should be sent to the respective campus's site team area for storage
- At the end of each full term, all unclaimed clothing will be sorted as follows:
  - Uniform – sent to the pre-loved/ 2<sup>nd</sup> hand uniform shop for re-sale
  - Non-Uniform – donated to charity
  - Any dirty/ soiled or damaged clothing - disposed of via the normal waste streams

### **Other items such as bags, shoes, water bottles, lunch boxes etc.**

- All items will be retained at the student reception for a period of one week.
- After one week, all unclaimed items should be sent to the respective campus's site team area for storage.
- At the end of each full term, all unclaimed items will be sorted and either donated to charity or disposed of via the normal waste stream.

***\*The respective Campus lead will have the final decision for deciding which items are disposed of or donated***