



6 November 2022

Dear Parents and Carers, and Students

### **Supporting you in managing Lost Property**

We are very fortunate at Borlase to have volunteer parents who sift through mountains of lost property every week at school, most of it without name tags, folding it neatly so that students can see what is available. The lost property is stored in a lost property room which has been available throughout the day for students to access, unmanned. However, many students do not come and look for or collect their lost property and the piles of items mount up, are re-tied each week and finally they are taken to charity, the second hand shop or recycling at school if not collected. It is an enormous and frustrating task and we are very grateful to our parents who have done this for many years. One of our loyal parent volunteers has suggested an idea which has proved successful in another school and reduced the amount of unclaimed lost property by 60%. It involves sixth form volunteers giving up their time to administer an identification and communication system to reunite lost property with their owners.

This year, as a school service, our Duke of Edinburgh Gold students are going to try this approach.

### **From the Gold Team**

We can see the frustration of our lost property volunteers and the amount of wasted and abandoned property. Some students seem reluctant to come and look for their property and then replace it with new. We are implementing the following scheme to avoid building up piles of abandoned property; try and ensure it is quickly reunited with its owner and if not collected, moving it on quickly to where it can be of value to others.

\* Our volunteers will staff the lost property office:

**Monday Break Time, Friday Break Time.** Otherwise it will be locked. That way the items can be kept tidy and in order. This gives students two opportunities to collect property before it goes to the second hand uniform shop.

\* We will check items for full -name labels and if the item is labelled we will email the student to collect the item within 5 days. The named items will be stored separately, ready for collection at lunch time on each of those days and would be returned for a payment of 50p. (This money will go towards school funds to support maintaining the second hand shop, or if there is a sum of money at the end of the year, we will donate it to charity).

\* On the fifth day, the item will be donated to the Second Hand Shop, Charity or taken to recycling - whichever is most appropriate.

Any student / parent can buy items from the second hand shop.

**Second Hand Uniform Shop - Open to students Monday Lunchtime, Thursday Break Time.  
Open to parents every half term.**

It offers good value for money - for example a blazer that might cost £40 new can be bought for £10.  
**Items that are unnamed will be taken straight to the second hand shop, charity or recycling as appropriate.**

Thank you for your support, the Gold D of E Lost Property Team

I would like to thank the students for their initiative and I hope this supports parents and students in being reunited with their property. The system gives an incentive for students to collect their property. It also makes it clear how important it is to label items with the **full name** - either with a sew-on/ iron on label or with an indelible marker. In a school of our size, initials on items provide very limited support in identifying owners. If uncollected, this way, good quality lost property which is often dumped and left for months and years to deteriorate, can be recycled in a way which is worthwhile and supports families.

Thank you everyone,

Kay Mountfield  
Headeacher