



ATHENA EDUCATION

For Social Grace



LOST AND FOUND POLICY 2022-23

Principal: Ms. Sadia Wajid

Purpose:

The purpose of this policy is to provide procedures for handling lost and found articles.

In this policy, “lost property” means any unattended, abandoned, misplaced, or forgotten item - which is found within/inside the premises/boundaries of the school.

Key Points:

- Students are encouraged to write/print their names on all personal belongings such as jackets, lunch boxes, digital devices, pencil/pen pouches, compass boxes, water bottles (meant for only selected year groups, etc.)
- Lost items will be kept in the “Lost and Found” shelf located in the administration lobby, next to ICT Lab 3
- Students may check the lost and found for missing items along with the Principal’s Secretary, Ms. Heba Sawan. Parents can also request to check for missing items in the lost and found area with prior appointment
- Any cash, jewellery, found will be submitted to the accounts office which can be retrieved on providing supporting evidence
- Any electronic items found will be submitted to the administrative office which can be retrieved on providing supporting evidence
- Unclaimed items will be donated to a local charitable organisation or discarded at the end of every term

The school strongly discourages students from bringing large amounts of money or personal valuables to school. The school cannot assume responsibility for loss or damage to personal property brought to school.