

# Liability and Property Policy

## Liability for loss or damage to pupils' property

Pupils and their parents are responsible for their own personal property and possessions while on school premises or engaged in school activities. Neither the school nor the Local Authority can accept liability for loss of or damage to such property and possessions.

Toys are not permitted in school. Occasionally there will be exceptions to this rule and parents will be informed of these as and when necessary.

## High value items

We strongly discourage pupils from bringing high value items to school such as jewelry, mobile phones and iPods. If these items are brought to school it is the owner's responsibility to ensure that they are kept safe. **We will not accept any responsibility for their recovery or replacement in the case of loss, theft or damage.**

## Lost property

Every term we accumulate a considerable amount of lost property. We collect it and keep it in bags in each cloakroom. Property not claimed before half terms breaks and termly holidays will be donated to local charities.

## Money

Any money brought into school should be placed in an envelope. On the front it should be marked as follows:

- child's name
- class
- how much money
- what it is for

All enveloped money should be handed to the class teacher first thing in the morning. The school will not accept responsibility for the loss of any money due to these guidelines not being followed.

## Lost Property

Lost property is a problem at school! We appreciate that replacing lost uniform and equipment is expensive and hopefully these guidelines will assist your son or daughter in retrieving any items they may misplace. Staff members are unable to search for pupil's lost property and the onus is on pupils to take responsibility for their own property. Please ensure that all items of clothing and belongings are very clearly labelled, which will allow lost items to be returned to their owner should they be found. If labelled, items will usually be returned very quickly!

Items left at school are held in both key stage areas for a limited time, and the children may look for their missing property here.

### **Jewellery and Valuables**

Jewellery including friendship bracelets may not be worn. While it is accepted that children with pierced ears may wear plain gold studs, it is preferred that they do not as they present a potentially very serious hazard in the school environment. All studs must be removed by the child for P.E., and if the child cannot remove their own studs they should not be worn into school on that day.

It is strongly preferred that mobile phones are not brought into school. If it is essential that they are, they must not be taken into the classroom and they must be turned off while on school premises and a teacher informed. The school cannot accept any responsibility for loss, theft or damage to mobile phones.

From Year 3 onwards children may wear an inexpensive watch, but the school does not accept responsibility for lost studs or watches. No other valuables should be brought into school.

Date : March 2023

To be reviewed: March 2026