



Romero
Catholic Academy Trust



All Saints'
Roman Catholic High School,
A Voluntary Academy

Headteacher:
Address:
Telephone:
Email:
Website:

Mr Brian McNally, MA, BSc (Hons), NPQH.
Haslingden Road, Rawtenstall, Rossendale, Lancashire, BB4 6SJ
01706 213 693
office@allsaintshigh.lancs.sch.uk
www.allsaintshigh.lancs.sch.uk

All Saints' Roman Catholic High School, A Voluntary Academy

part of Romero Catholic Academy Trust

Luceat Lux Vestra

Lost Property Procedure

Updated: March 2022
To be reviewed: March 2025

Responsibility of: School Business Manager

Procedure Approval:

07/03/2022

Signature of Headteacher

Date

Mission Statement

All Saints' is a school where the Catholic faith is taught, lived and celebrated.

We will educate the whole person spiritually, morally and intellectually.

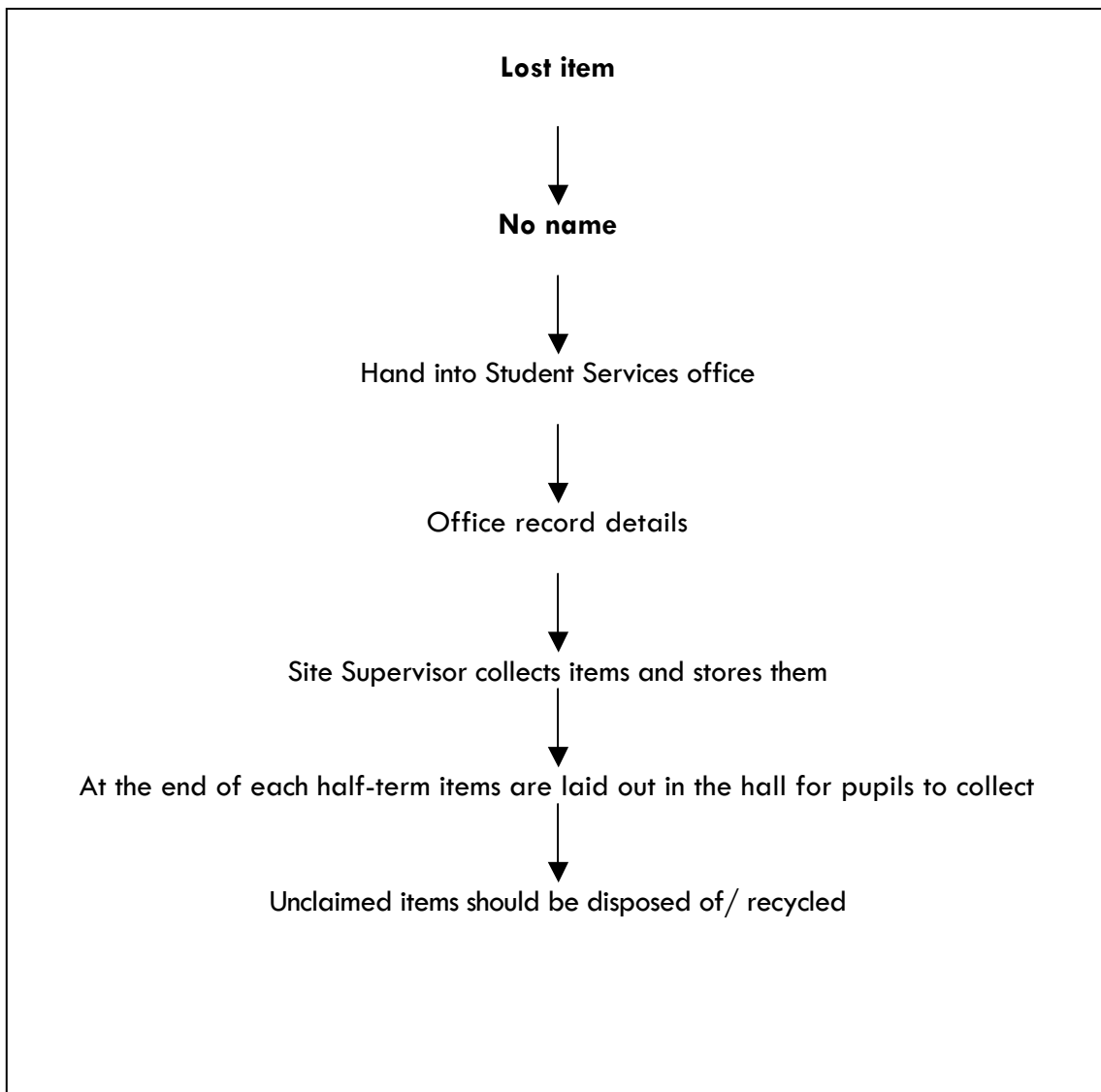
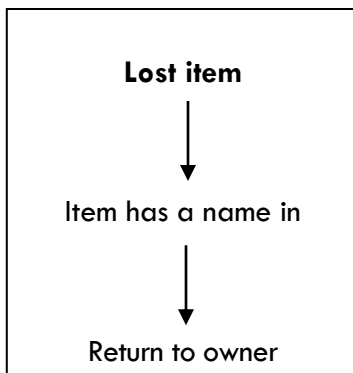
We embrace Catholic values in all we do and in all our relationships.

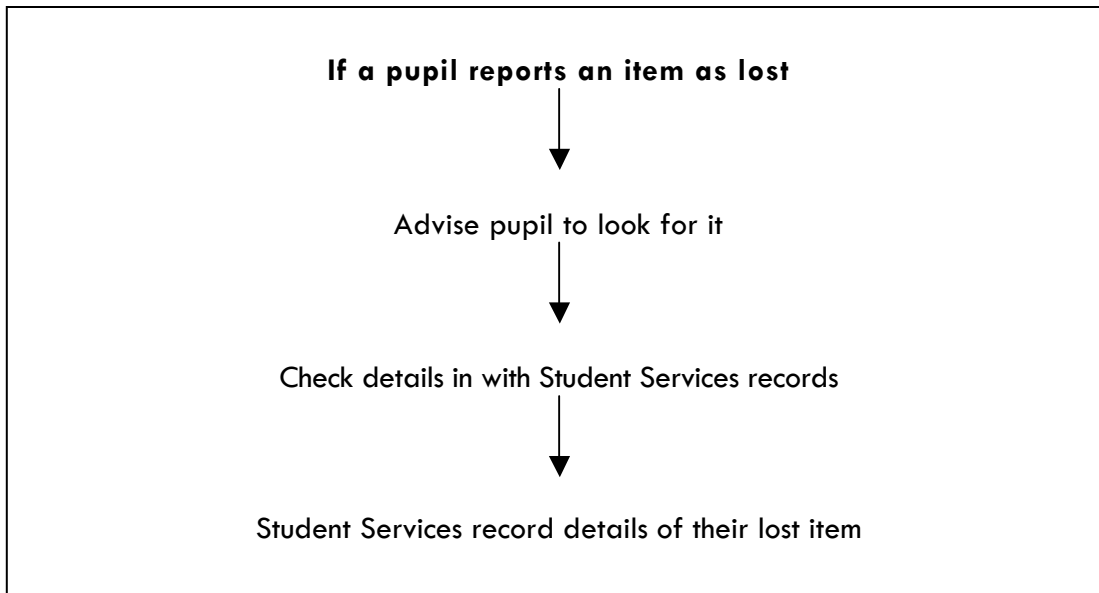
We will identify and cater for the individual student's needs and prepare them for responsible participation in society.

Our aim is to follow Christ's teaching, as found in the Gospels, in everything we do.



LOST PROPERTY PROCEDURE





Notes:

- Any items of value such as mobile phones, music players etc, should be placed in a labelled envelope and stored in the Student Services office.
- Check bags prior to storage and remove any perishable items such as food.
- Store bags/clothing in clear bags to make retrieval easier.
- Do not let lost property mount up; unclaimed lost property should be cleared out at the end of each half-term.