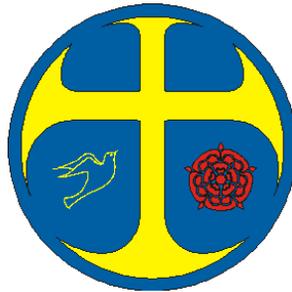


All Saints' Roman Catholic High School, A Voluntary Academy

part of Romero Catholic Academy Trust



Luceat Lux Vestra

Lost Property Procedure

Updated: Summer 2025

To be reviewed: Summer 2028

Responsibility of: School Operations Manager

Approved by: Local Governing Board

Policy Approval:

Signature of Headteacher

9th October 2025

Date

Signature of Committee Chair/Vice-Chair

9th October 2025

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.

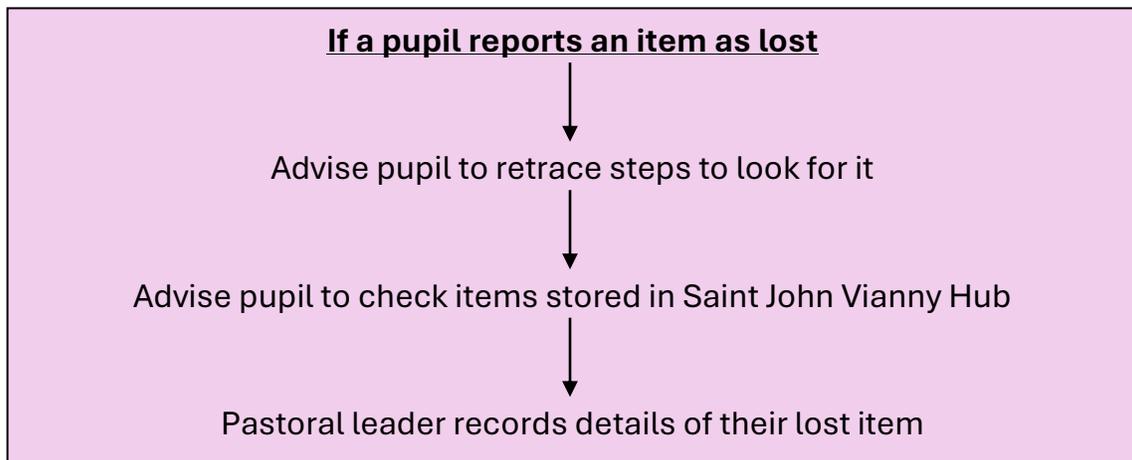
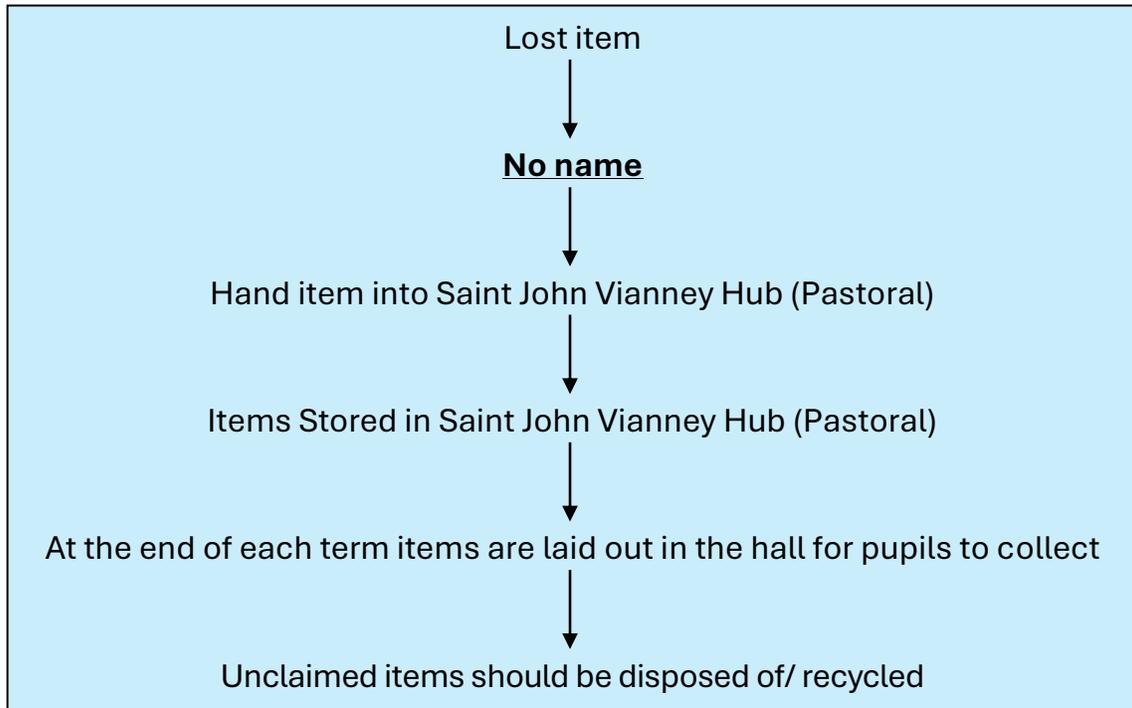
We embrace Catholic values in all we do and in all our relationships.

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, jewellery etc, should be placed in a labelled envelope and stored in the Operations Manager's Office.
- Check bags prior to storage and remove any perishable items such as food.
- Do not let lost property mount up; unclaimed lost property should be cleared out at the end of each term.