

Lost and Found Policy and Procedures

Parents and students are responsible for their belongings. The school is not responsible for lost personal items. All items of uniform and belongings should be fully named so that those items can be returned to their owner.

The following guideline clarifies the handling, return, reporting, tracking, claiming and retrieval of lost items, as well as procedures for turning in found items and disposing of unclaimed ones.

Found or Handed in Items

- **Valuable items** such as jewelry, watches, wallets, purses, electronic devices, and keys that are found should be handed in to the Administration Office. The Admin team will announce the item to all teachers and students in order to find the owner. The owner will be alerted as to where and when the item is available to be picked up.
- **General items** such as water bottles, P.E. kits, swimming kits, school uniforms, etc. should be turned in to the First Aid Room and ***will be stored there until Monday afternoon***. Items found late Monday afternoon will be stored until the following Monday. This will give students and parents the chance to reclaim lost items after which anything left will be donated to local foundations such as SOS Children's Village, Phuket Sunshine Village, and Ban Lung Pitak operated by Child-Watch Phuket.

Reporting and Claiming Lost Items

- Parents and students must report lost items of value at the Administration Office. They must provide their name, contact details and a specific description of what was lost. This information will be investigated and an immediate comparison will be made between what was reported lost and what was found or handed in. If items match the materials found or handed in, the item in question will be immediately returned to its owner.
- Parents and students who wish to report and claim the loss of general items must do so at the First Aid Room and must describe the item as accurately as possible. If items match the materials found or handed in, the item in question will be immediately returned to its owner.