

Ormiston Sudbury Academy

Students' personal items – responsibilities and procedures.

Aim: To clarify the Academy's position regarding the responsibilities for and care of personal items brought on to the Academy site by students and the procedures to be followed if personal items are lost.

Guidelines

The Academy will not accept any responsibility for loss or damage to the personal property of students unless the item(s) have been specifically handed to a member of staff, who has accepted responsibility for its/their safe keeping. Staff have been advised **not** to accept responsibility for high value items unless they can be securely stored.

Students are asked not to bring valuable items to school. We advise parents and carers not to send students into school with expensive coats, trainers etc. These items should, for school purposes, be functional rather than fashionable. Students should not bring in money unless it is absolutely necessary.

Staff will not take responsibility for jewellery items that need to be removed for practical lessons such as PE. During PE lessons, students' bags will be unattended in changing rooms.

All students and their parents/carers are asked to make sure that all items of clothing and equipment, where possible, are suitably labelled so that lost property can be returned to its owner as soon as possible. Students are asked to make sure that all their personal property and any school property that has been issued to them is kept safely on their person, in their bags or locked in their lockers where issued.

Money and valuable items must never be left unattended in school classrooms or bags or unattended around the school site.

Students are dissuaded from wearing any jewellery items of high value. Our uniform code specifies that one pair of stud earrings and a watch may be worn. The watch should be a cheap and robust model, for telling the time. Smart watches are not necessary for school and we recommend they are not worn. They are specifically banned from the examination hall. We recommend that students do not bring mobile phones to school. We accept no responsibility for any loss or damage to phones that students bring in to school.

If a student wishes to bring in an item of value for a special reason - their own camera to take on a trip for example – then they should arrange for this to be kept in a secure academy office until needed and returned there after use. This arrangement must be made in advance.

Parents/carers are advised to contact the Academy in order to understand the extent to which the item will be secured and to see if a member of staff is willing to accept responsibility for minding the item. Parents/carers can then determine whether or not it is appropriate to allow the student to bring it in.

Confiscated items are taken to HQ and kept securely there until returned.

Lost Property

Any named items found will be kept either by Mrs. Bailey or in the PE department. Lost property items will not necessarily be locked away and no responsibility is accepted for their theft or loss from these places.

All unnamed lost property is disposed of at the end of each term. It is given to charities where appropriate or thrown away. High value items are retained for the academic year.

Any schoolbooks or equipment issued to a student become their responsibility. If lost, students are responsible for their replacement.

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