

## LOST PROPERTY PROCEDURE FOR 2024

There have been changes to our procedures which will affect the way “Lost Property” is dealt with in 2024:-

- If **BUS PASSES** are lost, parents will have to call into the Depot to have another bus pass printed
- **UNNAMED ITEMS** (eg: Hats, Clothing and Water Bottles) will be held at the Depot until end of term and then these items will be disposed of
- **NAMED ITEMS** (eg: Hats, Clothing and Water Bottles) an email will be sent to the school to notify parents. If these items are not collected by the end of term, then these items will be disposed of
- Any items lost by a child on the bus and found will need to be collected from the Depot, if not collected on the day, then will be held for three (3) months and then disposed of once the three (3) months has expired

**Collection from the Depot at 2 Motorway Drive, Burpengary will be Monday – Friday between 8am and 4 pm**