



GENERAL

1.11 SECURITY AND CARE OF POSSESSIONS POLICY

It is the responsibility of each member of the school community to take good care of their possessions. Pupils are advised what items they may bring to school and they should check that everything is named. Parents are advised to insure their children's possessions. Staff are requested to consult the Bursary for any information regarding insurance of personal possessions.

GENERAL SECURITY

Everyone is requested to take reasonable measures to protect the security of the buildings and contents, in particular by operating the combination door locks correctly, re-locking doors they have unlocked and closing the windows.

Anything suspicious should be reported promptly to the School office during the day, the Security Office in the evening or at night and at the weekend. Pupils should report anything untoward to a member of staff in school.

CARE OF POSSESSIONS

A responsible attitude to precious possessions is expected and pupils must understand the importance of not tempting others by leaving things lying around. Pupils should always hand in money they receive to their class teacher or, to the school office, for safekeeping. Valuables should never be left unattended in a classroom, however well a pupil believes them to be hidden.

SPECIALIST EQUIPMENT

PE kit and sports equipment should also be kept in the correct places; borrowing items from other people is forbidden. Pupils must borrow school kit from the PE staff if it becomes necessary.

TIDINESS AND LOST PROPERTY

Pupils should be encouraged to be tidy and to put things away properly. At regular intervals they tidy form classrooms, cloakrooms and outdoor areas, (supervised by staff members or pupils given specific responsibility to do so).

Unnamed items left in inappropriate places in school, should be placed in the lost property box. Named items should be returned as soon as they are found to the pupil concerned (or their class teacher).

LOST POSSESSIONS

Pupils who have lost something should initially search their tray/desk, classroom, cloakroom, changing rooms, Library and other places where it might be. If it is not found, its loss should be reported to the class teacher or the office so that more thorough searches can be instigated if appropriate. Lost items can be mentioned in 'notices' at the end of assembly in order to alert the whole school to the missing items.

Lost money or valuables should be reported as soon as possible to the class teacher or the school office who will inform Senior Staff.

STEALING

Stealing is treated extremely seriously. If thefts are believed to have taken place, the relevant group will initially have a meeting with their class teacher. Pupils will be urged to be vigilant and to be sure to hand in valuables to safekeeping.

Where they have been careless and untidy, staff will supervise tidying so as to return misplaced items to their owners. This may include each pupil going through his or her own possessions in the presence of a friend to see whether anything belonging to others is there and can be returned immediately. Pupils may be asked to write a list of missing items, stating when and where they were last seen.

Pupils will also be advised to come forward (in private) with any relevant information they may have. Thereafter the situation will be monitored carefully.

Pupils caught or admitting to stealing will face serious sanctions, determined by the Head Teacher according to the individual circumstances, and in accordance with the Behaviour and Discipline Policy. Their parents will be informed.

Signed.....

Date.....

To be reviewed by