

LOST AND FOUND POLICY

Objective:

Fairgreen International School's Lost and Found Policy aims to provide a systematic approach for managing lost items within the school premises. The policy is designed to ensure the efficient handling and retrieval of lost items while maintaining the security and integrity of the school environment.

Responsibilities:

School Administration:

1. The school administration is responsible for overseeing the Lost and Found system.
2. Special areas will be designated within the school premises for collection of items.
3. Regular inspection of the lost and Found area will be conducted to ensure organization and cleanliness.
4. The security lady assigned to the reception area will be doing weekly checks to ensure that we are keeping track of the lost and found items.

Staff and Teachers:

1. All staff and teachers are responsible for promptly reporting any found items to the school reception.
2. They should encourage students to report lost and found items and direct them to the lost and found area.

Students and Parents:

1. Students and parents are responsible for keeping track of their personal belongings.
2. In the event of a lost item - students should report it to their teacher directly.
3. Parents should encourage their child to check the lost and found area in an event of lost items. All the child belongings must be properly labeled.

Procedure:

Reporting Lost Items:

1. Any individual who has lost items within the school premises should report it to the reception or the security team on site immediately.
2. For valuable items - A lost item form will be filled out detailing the description of the items including any identifiable features or markings.

Storage and cataloging:

1. Found items will be stored in a designated lost and found area near the reception.
2. For valuable items - Items will be cataloged with details such as date found , location found , description of the item and any other relevant information and stored at the main reception.

Claiming Lost Items:

1. Students and parents who believe their lost items may be in the lost and found collection should inquire with the school reception.
2. In Case of Valuables - Proper identification or proof of ownership will be required to claim a lost item.
3. In Case of Valuables - Unclaimed items will be held for 6 months.
4. General Items - Unclaimed items will be held for 3 months before being donated / disposed of.

Key Points:

1. Students are encouraged to write/print their names on all personal belongings such as jackets, lunch boxes, digital devices, pencil/pen pouches, compass boxes, water bottles
2. Lost items will be kept in the "Lost and Found" Area
3. Students may check the lost and found for their missing items at their own convenience.
4. Any money, jewelry, electronics, glasses, and fragile items found will be submitted to the school reception, and can be retrieved by providing supporting evidence or description.

Unclaimed Items:

Any items that are unclaimed, but are **properly labeled** will be returned back to the owners in their classrooms by the reception team. Students are, however, encouraged to be proactive, and search for their lost items during school hours. This will foster a sense of responsibility.

Unlabeled Utensils and Clothes:

Unlabeled utensils will be taken to the canteen's lost and found section, or the main lost and found section. If left unclaimed by the end of each term, Unlabeled utensils and **Non-Fairgreen** clothes will be donated to avoid piling up. Fairgreen School strongly discourages students from leaving their items unlabeled, or unclaimed for a long duration of time.

Fairgreen Phoenix Hoodies

Fairgreen School has introduced a new policy in order to ensure that the unlabeled and unclaimed Phoenix hoodies are put to good use. At the end of each term, the unclaimed, unlabeled hoodies will be laundered, and resold as pre-loved hoodies at a discounted price of **50 AED**. The sale dates will be announced in advance, and purchases will be done on a first come, first served basis. Proceeds from the Lost and Found Sale will be allocated to different charity causes of the school's choosing.

Any other Fairgreen-labeled items like caps, swimming caps, and Book bags will also be sold as long as they are unlabeled and unclaimed.

Caps- 20 AED

Swimming Caps- 10 AED

Book Bags- 30 AED

Please Note: Uniform swapping will not be accepted. The sale will strictly be for the Lost and Found Hoodies found within the school premises

Disclaimers:

1. The school is not liable for any lost or damaged items.
2. Valuables or high risk items such as jewelry and large sums of money should not be brought into the school.
3. The school reserves the right to modify or update the policy as needed.

Communication:

Information regarding the Lost and Found Policy will be communicated to staff and the parents community through:

1. School Website
2. Emails
3. Newsletters
4. Staff meetings