**Scotstoun Primary School**

**Lost Property**

We strongly advise that all school uniform items of clothing, bags, packed lunch boxes, gym bags, gym kits etc are labelled with the child’s name and class. Property lost in classrooms is usually placed at the child’s desk if it is labelled with their name.

Property lost in the playground is collected at the end of breaks by the janitorial staff, checked for names and returned to the classrooms. if not collected by the children on a Friday unlabelled property is disposed of on Fridays by 4.30pm. (Unclaimed packed lunch boxes are disposed to the bins, unclaimed clothing is disposed to the recycling, some unclaimed uniform is taken home by the head teacher, washed and used as spare uniform’s for new pupils or pupils in the school needing assistance).

Packed lunch boxes are stored in class trugs during the day, taken to the packed lunch area, brought back in at the end of packed lunch and placed back outside the classrooms. Each class has packed lunch box monitors who assist their classmates by taking packed lunches to the packed lunch area and carrying the trugs back to class after lunch. The class monitors and class teachers also remind pupils to take their packed lunches home so that the packed lunch trugs are empty at the end of each day. The Cordia cleaning staff replace the bin liners of the trugs after 3pm every day and any food or waste materials is disposed of, any packed lunch boxes are taken to a box in the janitor’s office. Any packed lunch boxes not claimed by children are disposed of by 4.30pm on the Friday a week later. (Packed lunch boxes are not returned daily to classes as school uniforms are for hygiene reasons).

Children attending the after school care private provision (MACS) should contact MACS if they have lost any property whilst attending their provision.

GM
30/01/2015