



Looking after property at Ladeside

April 2026



Our lost property area has a tendency to become very full as the session progresses. We have put together this guide to ensure everyone understands our procedures of how we keep things safe at Ladeside and where to look for something that's missing.

1. Every pupil in school has a tray in their classroom for letters, snacks, books and personal items. Children are encouraged to use this for their personal items from their school bag.
2. There is a Lost Property area for anything found in school in the janitors office – adults and prefects help to reunite children with their lost items weekly. All the lost property we have there at the moment has no name labels. You are more than welcome, at any time, to come and have a look at what's there.
3. Ask for everything to be labelled with the child's name – that way we can return water bottles, jumpers, jackets, packed lunches etc.
4. Most money items are paid for online – if bringing money to school this should be in an envelope, purse or something else sealed and kept in their tray in the classroom.
5. Every class has a packed lunch trolley which is outside the class in the morning. This is to ensure the lunches are stored safely for everyone.
6. If we find glasses, jewellery etc. we keep these at the main office to be collected.

We keep lost property that is not labelled for one school year – during the summer holidays we recycle what we cannot keep in our preloved section and put this into our school clothing recycling bin.

We have an extensive preloved stock – all washed and cleaned. This is at the main entrance and free to use at any time and keep. Let's save money and the environment and re-use good uniform.