



LITTLE FLOWER ENGLISH SCHOOL DUBAI

LOST AND FOUND POLICY

This policy & procedures are reviewed annually to ensure compliance with current regulations.

Approved/ Reviewed by	
Policy Lead	MR. ABDUL
Role	IT COORDINATOR
Date of review	25-03-2024
Date of next review	25-03-2025
Signature	



LOST AND FOUND POLICY

Purpose: The purpose of this policy is to provide procedures for handling lost and found articles.

Policy: In order to help the school return lost items to students, students are encouraged to place their names on all personal belongings such as coats, lunch boxes, stationaries, sweaters, etc. Lost items will be kept in the "Lost and Found" box near the KG 1 exit.

Students may check the lost and found box for missing items. If they find their items they must report to their respective supervisor and she will make arrangements to return the same. Parents too may check for lost items with permission from respective supervisors.

Unclaimed items, in good condition, will be donated to local charities if not collected in a month's time.

The school will try to retrieve and give back lost items but does not hold itself responsible for items lost or misplaced in the school premises in any capacity.