

## LANCASTER ROYAL GRAMMAR SCHOOL

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20<sup>th</sup> September 2019

Dear Parent/Guardian,

### Lost Property

Lost property at school is located in Lee House, and the lost property room is open for claiming lost items on **Wednesday and Friday lunchtimes, 1.15-1.45pm**. Prefects will be available to help so please come to the General Office.

It is important that all items of clothing, equipment, bags etc., are marked with your child's name, not just their initials. This means that when items are found around school, and brought to Lee House, staff can look for names and email pupils directly to let them know they have lost property ready for collection.

If an email is received, then that item can be collected at any time during General Office opening hours, Mon – Fri 8.30am-4pm.

Any unclaimed, unnamed lost property will be cleared every half-term, and donated either to our second hand School Shop, local charities or recycled.

We have an ever-growing amount of lost property, most of it unnamed, being brought to the office and we are unable to store it indefinitely. Please can you ensure that all belongings and clothing are clearly named and that pupils should keep bags, coats etc. with them at all times in school.

Many thanks for your help and cooperation.

General Office  
Lee House