



Coleham Primary School

For every child, an Excellent Education

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Headteacher: Ms C Jones

Dear Parents/carers,

Lost Property

We have noted some parents' concerns regarding lost property this term. Unfortunately, lost property is an ongoing issue and whilst we try our best with this, we appreciate that it can be a source of frustration for parents when expensive school uniform is misplaced or lost.

I wanted to reassure you that we have made some changes to our procedures to keep it better maintained. The KS1 and KS2 lost property bins inside the cloakrooms, will be regularly sorted and items displayed outside for parents to look through, aiming for every two-three weeks and before each holiday. This is more difficult to manage during the winter period. Named items will be given to a Teaching Assistant, to pass back to their rightful owner.

The Reception lost property is already regularly sorted and displayed before each holiday. Sometimes reception children leave clothing in the KS1 playground which occasionally ends up in the KS1 lost property bin. Teachers, also, regularly remind the children to be independent and responsible for looking after their own belongings.

It would really help us here at school, if you could please:

- write your child's name/class on their clothes and belongings, particularly coats and school jumpers;
- speak to your children about being personally responsible for their own property and reminding them, that if they take their jumper off, to make sure they put it on their chair, school bag, tray or peg; and
- ask whoever is collecting your child to check with them, that they have brought all of their belongings home.

Hopefully this will go some way to help improve things, however in a school of our size, with over 420 pupils and limited cloakroom space, it is difficult to find a perfect solution.

Yours sincerely,

Tracy Othen
Business Manager