

LORETO ABBEY DALKEY



LOST PROPERTY POLICY

The purpose of this policy is to provide procedures for handling lost and found property/items.

Loreto Abbey Dalkey does not accept any responsibility for loss or damage to the personal property of students.

In this policy, "lost property" means any unattended, abandoned, misplaced, or forgotten item/s which are found within the campus of Loreto Abbey Secondary School, Dalkey, Co Dublin.

Where To Bring Found Items:

Found items are to be brought to the Lost Property room as soon as possible.

High value items e.g. tablets, iPods, iPads, phones, wallets/cash, jewellery and keys are to be brought to Reception.

Lost Property Room:

- **Located** on the ground floor, to the left of the spiral staircase, through the door and it is the second door on the left hand side (Lost Property sign on door).
- **Opening Hours:** Morning Break (10.55-11.10) - Monday, Wednesday and Friday.
- **Lost Property Prefects** manage the Lost Property room.

What is foundit.ie?

Loreto Abbey aims to minimise property losses and to return found items to their rightful owners as efficiently and effectively as possible. We endeavour to save you time, inconvenience and unnecessary costs.

To achieve this objective, we have engaged the services of **foundit.ie**.

foundit.ie uses a digital scanning system which connects the owner with their lost property.

Each student has been given a **foundit.ie** pack which contains **foundit.ie** labels. The pack contains important instructions on how to register the labels and how to apply the labels to the student's property.

How foundit.ie works:

- **foundit.ie** labels have a QR code/ID like a bar code
- The student/parent/guardian must go to **www.foundit.ie** and Register their Label ID Number with their email addresses. (We cannot return your property if the label ID is not registered).
- For the **foundit.ie** system to work effectively, it is **mandatory that students apply the foundit.ie labels** provided to all their personal belongings such as clothing, books, lunch boxes, water bottles, phones, digital devices, sporting equipment and musical instruments.
- The Lost Property Prefect/Staff Member use an App and simply scan the **foundit.ie** label and an automatic email is sent immediately to all registered email address(es) for that label advising that their property has been found and where to collect it.
- The student, having received an email advising that their property has been found, should go to the Lost Property room to reclaim their property during one of the designated opening times.
- All high value items should be collected from Reception.



Additional Label Packs:

Additional **foundit.ie** label packs can be purchased via the school's website [Easy Payments Plus](#) page or from [foundit.ie](#)

Unclaimed Items:

All unclaimed items will be discarded every four weeks, except for high value items which will be retained for the academic year.