



Loreto Abbey Secondary School, Dalkey

Lost Property Policy

1. Introduction

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

1.2 Loreto Abbey Secondary School, Dalkey, can accept no responsibility for loss or damage to the personal property of students.

1.3 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.

2. Where To Bring Found Items:

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

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

3. 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).

• **Lost Property Room Opening Hours:** Morning Break (10.55- 11.10) - Monday, Wednesday and Friday.

• **Lost Property Prefects** manage the Lost Property room and use the **foundit.ie** system to connect lost property with its owners.

4. What is **foundit.ie**?

4.1 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.

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4.2 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. In the pack is a sheet of labels for clothing only and a sheet of labels for all items except clothing. The pack also contains important instructions on how to apply the labels to the student's property.

5. 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 without a registered email address).
- For the **foundit.ie** system to work effectively, it is **mandatory that students use the foundit.ie labels** provided and apply them to all their personal belongings such as clothing, books, lunch boxes, water bottles, digital devices, sporting equipment and musical instruments.
- The **foundit.ie** key ring can be used on the student's school bag, sports bag and keys.
- The Lost Property Prefect/Staff Member uses the **foundit.ie** App and simply scans the **foundit.ie** label with a digital device e.g. phone, iPad and an automatic email is sent immediately to the email address(es) registered for that **foundit.ie** 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. • All unclaimed items will be discarded every four weeks, except for high value items which will be retained for the academic year. • If suitable, discarded items will be donated to a local charitable organisation.

Elis Humphreys

Signed:

Chairperson

Date: 2nd December 2019

Reviewed: 2022/2023

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