

3rd November 2022

Dear Parent/Carer,

Lost Property

We seem to have an increasing issue with lost property at the moment and have a significant number of items that have not been claimed. Can I please therefore ask for your support with this in the following ways:

- If your child has lost any items, can you please ask them to go to reception to check if it is within the items we have.
- Can I also ask that where possible, you add a name tag to your child's uniform items and coat(s) as this would greatly help in ensuring items are returned as quickly as possible.

If we still have unclaimed items after three months, we will add the uniform items to our school stock and non-uniform items will be given to a local charity.

Yours sincerely,



Miss J. Gillies
Head Teacher