



## Lost Property

Dear Parents,

At the end of last year we purchased a Lost Property box which can be found at the bottom of the stairs from the turret. It is used for any lost property, usually unnamed items.

It is a huge job for Paul our Caretaker to return found items each morning to the children. Please can we all help him and our teachers / staff by naming all of your child's belongings including uniform, shoes, bags, sports kit, snack boxes and water bottles.

Any named sports kit left on the playing fields, astro or changing rooms, will be returned to the children by the sports staff or Paul.

Any unnamed items will always be placed into the lost property box.

In order to streamline our process, and to reduce the number of emails sent and messages placed onto Classlist, please can we ask that if your child mislays a named item, the first port of call would be to look in the lost property box, and on your child's peg, the following day or on a Monday morning.

If the named item cannot be found in either of these places then please ask Paul to keep an eye out for the missing item when he is walking around the school.

If you find a named item, around school or in bags, which does not belong to your own child, please can you send a private message to the relevant parent on Classlist which will then save time spent looking for items.

Hopefully, by following these guidelines we will be reunited with any missing items quickly and we will all see the number of emails and messages on Classlist reduced.

The DPA now have new fundraising schemes set up for name labels. Please have a look at the following and keep a note of the references for any orders you may make in the future:

[www.easy2name.com](http://www.easy2name.com)  
Reference: DOWNSEND SCHOOL KT22  
(DPA will receive 20% of all sales)

[www.snappytags.com](http://www.snappytags.com)  
Reference: 14024DOW  
(DPA will receive 10% of all sales)

Kind Regards

*DPA*