

LOST PROPERTY - NAMING IS THE GAME

Dear Parents

My name is Nicola Burger and I have a son in Year 8 and a daughter in Year 6. I am a volunteer and am known as the Lost Property Co-ordinator. We have a very good lost property system in place but due to the current health guidelines we have had to change the way we deal with lost property for the foreseeable future.

As a new, or even existing parent to Downsend, there is a lot of uniform, sports kit, shoes, water bottles, snack boxes and school equipment to purchase. Please may we ask that every item is clearly labelled with your child's **first and surname** using a **named label** (sewn in or stuck in) as hand written names fade with washing over time. Please also label Downsend boot bags clearly with your child's full name because only initials are printed on them by Stevensons.

Due to the fact that we cannot currently return named items to your child's classroom or peg each morning, your child will need to look in the lost property box for anything they are missing. For the Junior School, Years 2-6, this box can be found near to the ground floor stairs by the Turret. For the Senior School, Year 7, this box can be found in the Tregenna Hall and for Years 8-9 this box can be found close to the Elsa room. Staff will place all lost property, named or unnamed, which they have found around school into one of these lost property boxes.

Other tips to help your child to find a missing item are for them to re-trace their steps. Maybe they left it on the playground or in a different classroom. Maybe it's on a wrong shelf in the Senior School bag storage containers. They could ask their teacher for help on finding an item. If you find a named item in your child's belongings which is not theirs, please send the relevant parent a private message on Claslist to save time looking for anything. And lastly, if your child still cannot find an item, I can be sent a private message on Claslist and I will be happy to give some guidance on trying to locate a missing item.

Snack boxes and water bottles can be found on one of the picnic tables by the playground. Please ensure your child regularly checks this area if they have left a snack box or water bottle outside during the day. If left outside long term, they become dirty and sometimes mouldy.

The DPA (Downsend Parents Association) have three fund raising schemes set up for any labels you need to order. The DPA receive funds from the three companies which are then used for our children at school. 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

Reference: Downsend School KT22 (DPA will receive 20% of all sales)

www.snappytags.com

Reference: 14024DOW (DPA will receive 10% of all sales)

<https://www.nametags4u.co.uk/club/ntcvy4kc>

(DPA will receive 30% of all sales)

Don't forget that labelling clearly ensures that your child can find a missing item in a timely manner.

Any questions or feedback, please private message me on Classlist.

Kind Regards
Nicola Burger
Lost Property Co-Ordinator