

Cottesbrooke Infant school
Policy for Pupils Personal property left with staff

At Cottesbrooke Infant school we value other people's property and so we ask parents to ensure that their children do not bring toys or items of value into school because of the risk of loss or damage. However, occasionally children do bring items in to school because they forget it is in their bag or pocket. In these instances, we will take every care to look after these items but teachers cannot be held responsible for them so they will be kept in the school office. The item will be placed in an envelope with the child's name on and locked away. The item can be collected from the school office at the end of the day.

Sometimes children bring items in to school linked to a topic they are covering which they want to share. In this case the item will be kept in a safe place in the classroom out of sight or reach from the children. Whenever possible the item should be sent home at night. However, if the item is staying in school overnight staff should ensure that it is locked away safely in a secure place.