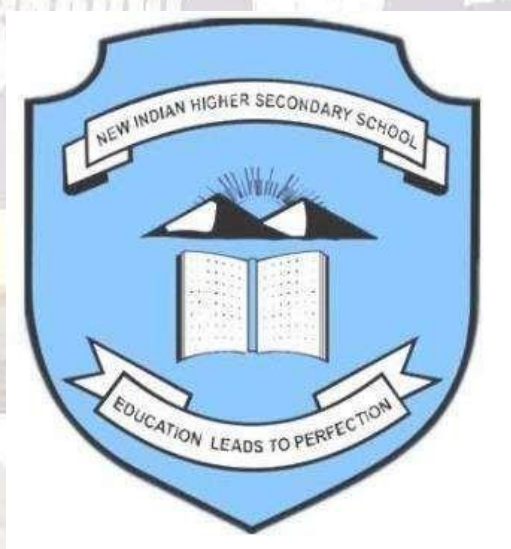


NEW INDIAN SCHOOL RAS AL KHAIMAH



NIS LOST AND FOUND POLICY

Signed:

Principal:

Date : 05/04/2022

ICT Co-Ordinator:

Date : 05/04/2022

NIS LOST AND FOUND POLICY

2022-2023

OVERVIEW

NIS aims at fostering values of responsibility and honesty while acknowledging that incidents of losing and finding belongings are part of normal student life.

VALUES

Honesty, Respect, Trust, Truth, Responsibility, Mindfulness, Fairness, Kindness, Care.

POLICY

New Indian School strives to cultivate values of honesty and respect for the property of others and lost items.

The purpose of this policy is to outline set procedures for handling lost and found articles retrieved from school.

In this policy, "lost property" means any unattended, abandoned, misplaced, or forgotten item, which is found within the premises/ boundaries of New Indian School.

TIPS

1. Affixing your name on your possessions will make it easy to find and return lost items.
2. Refrain from bringing articles especially valuable ones.

WHAT TO DO IF YOU LOSE SOMETHING

NIS strives to build an environment of trust, stability and honesty. Therefore we believe that a misplaced item will be found by careful, patient search.

In the event of realization of a lost article, the ideal first step would be to check your person and the location you are in at the time of the loss, the next step would be to ask around, perhaps a teacher or fellow student would be able to help you find it.

If you are still unable to locate it, check with the school's Lost and Found department. You might find it already found and deposited there. If not, follow the procedure to lodge a lost item notification as listed below, and check back in a day or two as the lost article may be found and deposited by the finder in the Lost and Found department.

PROCEDURE FOR IDENTIFYING AND RETURNING THE LOST AND FOUND ITEM

- Submit a clear written description of the lost item to any of the staff incharge of the Lost and Found department such as the Class teachers, Supervisors, counselor and/or office administrator.
- If the need arises, necessary approvals may be sought to review the concerned CCTV footage.
- Please be aware that any item falling under the restricted category maybe retrieved from the school in the presence of the parents and concerned staff member with authority to release the same following the set protocols of the school.
- Strict action will be taken against anyone who is found guilty of causing unnecessary emotional / psychological trauma to the owner of the item by stealing, hiding the article etc.
- Students are encouraged to write/print their names on all personal belongings such as jackets, lunch boxes, digital devices, pencil/pen pouches, compass boxes, water bottles (for smaller year groups only) etc in order to ensure safe return of the lost and found item.
- All Lost and found items will be deposited in the "Lost and Found" department, under the supervision of the authorized staff.
- Parents can also request to check for missing items in the lost and found area with prior appointment.
- Money and items of value found will be handed over to the office which can then be retrieved on providing supporting evidence.
- Unclaimed items will be donated to a local charitable organization or discarded at the end of every term.
- The School does not assume responsibility for loss or damage to personal property outside those required by the school curriculum.
- The staff will make all possible effort to return items handed in and will encourage students to show responsibility for their personal items.

NIS LOST AND FOUND POLICY WILL BE REVIEWED AND UPDATED ON	APRIL 2023
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