



المدرسة الهندية النموذجية الجديدة  
NEW INDIAN MODEL SCHOOL  
رقم التصريح التعليمي ٢٠١٨٦، هيئة المعرفة والتنمية البشرية، دبي، ا.ع.م.  
Educational Permit No. 20186, Knowledge & Human Development Authority, Dubai, UNITED ARAB EMIRATES  
Affiliation Nos. CBSE: 6630009, Kerala Board: 43092 (Grade 8 to 10 ): 15004 (Grade 11 & 12 )



# ITEMS LOST & FOUND POLICY 2023 - 24



## ITEMS LOST AND FOUND POLICY

Created Date	March, 2019
Last Reviewed Date	April, 2023
Reviewed By	Assessment Committee
Review Approved on	June, 2023
Approved By	Principal
Date of Next Review	December, 2023
Related Policies	Teaching & Learning Policy, Marking Policy

**Principal: Ms. Karen Robinson**



<i>Title of the Policy</i>	<b>Items Lost &amp; Found Policy</b>
<i>Background</i>	We accept students' belongings are occasionally lost and found in the course of the school.
<i>Purpose</i>	The purpose of this policy is to: <ul style="list-style-type: none"><li>• Encourage honesty and to foster responsibility for one's belongings.</li><li>• Provide procedures for handling lost and found items.</li></ul>
<i>Operational Definitions</i>	In this policy, "lost property" means any unattended, abandoned, misplaced, or forgotten item -- which is found within/inside the premises/boundaries of the School.
<i>Introduction</i>	We believe that the students should value and respect the property of others and return lost items.
<i>Aims and Objectives</i>	To clarify the school's position regarding the care of personal items brought on to the school site by students and the procedures to be followed if personal items are lost. <b>To promote the following values among students:</b> <ul style="list-style-type: none"><li>• Honesty</li><li>• Respect</li><li>• Trust</li><li>• Truth</li><li>• Responsibility</li><li>• Mindfulness</li><li>• Fairness</li><li>• Kindness</li><li>• Care</li></ul>
<i>Identification and Intervention</i>	<ul style="list-style-type: none"><li>▪ 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 (meant for only selected year groups) etc.</li><li>▪ Lost items will be kept in the "Lost and Found" Area located nearby Book Store and Science Block # 3 &amp; 4.</li><li>▪ Students are discouraged from bringing valuable items to school; however students may consign items of value to their classroom teacher for safekeeping.</li><li>▪ Any cash, jewelry found will be submitted to the</li></ul>



	<p>Admin Manager's office which can be retrieved on providing supporting evidence and signature on log book.</p> <ul style="list-style-type: none"><li>▪ Unclaimed items will be donated to a local charitable organization or discarded at the end of every term if not useable.</li><li>▪ All unclaimed money will be donated to the NIMS Solace.</li><li>▪ The school strongly discourages students from bringing large amount of money or personal valuables to the school. The school does not accept any responsibility for lost or damaged personal belonging brought to the school.</li></ul>
<i>Evaluation</i>	This policy is to be reviewed as part of the School's renewal cycle.
<i>Hierarchy/Escalation Chart</i>	Facility Supervisor & Administration Manager
<i>Date:</i>	<b>07/06/2023</b>
	<b>Signature of Policy Writer</b>