

Code of Belongings Policy

Policy number	PS012
Applies to	Prep School
Endorsed by	Headmaster
Responsibility	Headmaster
Date reviewed	January 2020
Next review	March 2021

All boys in the School community should follow this code. It is designed to reduce the possibility of theft or accidental loss. More generally, it is intended to help foster an atmosphere in which everyone may feel secure and trusting.

Responsibility for Property

- It is the duty of all boys to make sure that their belongings are marked clearly and permanently. The marking should be distinct, so as to make it easy to return lost property. Your name and postcode are among the most useful details to record on valuable items such as laptops. Named items that end up in the lost property will be returned to their owner. At the end of each half of term unnamed items are disposed of with school uniform going to the second hand shop.
- Valuable items should be kept out of sight and out of reach.
- Bicycles should always be securely locked with a strong chain, and left only in the bike sheds.
- Wherever possible, valuables should be kept on your person. Calculators or iPads, for example, are better carried by hand or in your pocket than left in a bag. Musical instruments should be kept safely in Palmer's or tutor room. Do not leave any valuable belongings in bags, lockers or in the changing rooms.
- If, for some reason, you cannot keep your valuables on you for some time, then they should be handed in at Prep School Reception, left in the secure lockers in the Recreation Centre or you should lock them inside your locker in your Tutor Room.
- Bags should either be carried with you or left in an authorised place such as the tutor room or your locker.
- Report any loss immediately to your tutor. Give any helpful details. The best chance of recovering your property is to report the loss immediately. You should also tell your tutor when your property has been found.

A Sensible and Careful Approach to Property

- Please do NOT bring expensive or desirable belongings to School unless it is absolutely necessary.
- Do not play casually with other people's belongings, or attempt to play jokes by removing or hiding them.
- Do not 'borrow' someone's belongings without first of all asking permission. Like (2) above, this is liable to be treated as theft.
- Hand any Lost Property you come across to Reception, or - if possible - return it to the owner. 'Finding' someone else's belongings and failing to return them is a form of theft.

Theft

- Tell a teacher if you have reason to believe that a theft has taken place, or if you hear anything about it. All members of the School have a responsibility for a decent level of social behaviour which outweighs any schoolboy code.
- This sense of responsibility should include trying to deter anyone you know who may be tempted to steal; and persuading someone who has stolen something to return it. It is, in the end, very much in the interests of anyone you consider a friend that you should try to prevent him from doing anything so self-destructive as stealing

Buying and Selling

No boy may sell anything within the School without the permission of his tutor.