

# Valuable Items Policy

<b>Policy last reviewed:</b>	May 2025
<b>Next review due:</b>	May 2026
<b>Member of staff responsible</b>	Deputy Headteacher Pastoral
<b>Governor's Committee:</b>	Finance & Resources

---

<b>Vision Statement:</b>	Our vision is to be a centre of excellence for learning, inspired by Christian values, where every person in our school community fulfils their potential.
<b>Mission Statement:</b>	Our mission is to be a deeply Christian inclusive community which values every individual as a child of God.
<b>Values Statement:</b>	The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its students.

---

<b>Dignity</b>	Underpinning all that we do is the core belief in the ultimate worth of each person as a child of God – precious, valued and loved by God. Dignity comes from the knowledge of our ultimate worth as human beings.
<b>Community</b>	Having understood our value as individual human beings, we express this value through the quality of the relationships that we share with each other. Community, living well together, is of very great importance to us as a school, as is the place we each take in the wider community locally, nationally and internationally.
<b>Wisdom</b>	As a school we seek to foster confidence, delight and discipline in seeking wisdom, knowledge and truth. This is achieved through the nurturing of academic habits and skills, emotional intelligence, resilience and creativity across the breadth of the curriculum.
<b>Hope</b>	As we prepare our students for the future we look to open up horizons of hope and aspiration, encouraging our students to embrace these with confidence and sending them out to make a difference to the world in which they live.

The school understands that staff and/or students may sometimes like to bring items of personal property to school.

The school does not have insurance for personal property of staff, students and visitors. The school does not take responsibility for items of personal property that are lost, stolen or damaged at school or during school activities. Damage to personal property brought to school is the responsibility of the owner of that property.

The school encourages staff and students not to bring items of value to school, or to obtain appropriate insurance for such items.

The school encourages families to obtain personal insurance for electronic devices (such as laptops and netbooks) that are required for use at school.

This policy outlines the procedure for dealing with:

1. Items of value that have been confiscated
2. Items of value that have been found
3. Cash that has been found

#### **1. Items of Value – Confiscated**

Mobile devices and accessories are brought to the Heads PAs office (G110), where they are recorded and held securely until they are handed back to the student as per the Mobile Phone policy. Additional items of clothing that are not in line with the school's uniform policy are brought to G100. These items are returned at the end of the working week in which they were confiscated. Pastoral Leaders are responsible for returning confiscated items and any communication with home. Items not collected within one elapsed year (365 days) will be disposed of.

#### **2. Items of Value – Found**

Items are to be brought to the reception where they are recorded and held securely for one elapsed year (365 days). Items not collected within the timescale will be disposed of.

#### **3. Cash – Found**

Cash that has been found will be brought to the Finance Office, where the value and name of "finder" will be recorded. The cash will be held securely for 28 days. Cash not collected within the timescale will be returned to the finder.