



جيمس مودرن أكاديمي GEMS Modern Academy



GEMS MODERN ACADEMY

LOST and FOUND Policy

Any item such as digital devices, articles of clothing, footwear, swim costumes, water bottles, lunch boxes, stationery, sports gear etc. abandoned, misplaced or not claimed and found in various areas of the school are deemed *lost and found*.

- All articles, other than digital devices, are deposited in the Lost and Found section of the school which is the alcove near the Facility Officer's room on the ground floor.
- Money and valuables are deposited with The Head of Policy and Compliance.
- Digital devices such as mobiles, I pads, laptops etc, are deposited with the Head Security Guard at Gate 1 and are logged in a special register.

Procedure on the part of staff:

- Supervisors and teachers are intimated of found items through email and the information is cascaded by them to the students.
- Complaints of stolen items are taken very seriously and are looked into by the supervisor/ MSO.
- Cctv footage is checked when necessary
- Strict action is taken against the offender

Students who have misplaced/ lost items may:

- Look for items in the Lost and found section of the school
- Lodge a complaint with the MSO/ Head of section/ Supervisor
- IT devices should be collected from Head Guard at Gate 1 and the students sign against the item claimed in the register.
- Money and valuables collected from Head of Policy and Compliance
- Parents can also check the Lost and Found section for their child's belongings

Uncollected items at the end of the term:

- Money is donated to a charity fund
- Unclaimed articles are sent to various charities such as– education4all and village schools in India and Africa.

Note: Students of Modern are encouraged to label all personal belongings and are discouraged from bringing valuables to school. They are also encouraged to be responsible for their own belongings and the school is not to be held accountable for lost items.





جيمس مودرن أكاديمي GEMS Modern Academy



Ammendments and Revision:

Date of revision	Reviewers	Original	Ammendment
4th September 2017	<ol style="list-style-type: none">1. Hannah Shunker – PRE2. Apoorva Saini – Assistant Principal, Middle School3. Reneesh Devasia – Assistant Principal – Senior School	Money and valuables are deposited with _____	Money and valuables are deposited with the Head of Policy and Compliance.

