



## HOME TO SCHOOL BUS SERVICE LOST PROPERTY POLICY

*AIM: To clarify the school's position regarding the care of personal items brought on to the school bus service by pupils and the procedures to be followed if personal items are left on buses.*

The school and its bus partners cannot accept responsibility for loss or damage to the personal property of pupils.

To minimise the possibility of property being lost:

- All pupils and their parents are required to make sure that all items of clothing and equipment is labelled, where possible, so that lost property is returned to its owner as soon as possible.
- Pupils are required to make sure that all their personal property and any school property issued to them is kept safely on their person whilst they are travelling on school transport.
- If items are placed in the storage compartment beneath the coaches, pupils must remember to collect them when they arrive at College in the morning and when they are dropped off in the evening.

Any items found on our **partner's buses (B&H Spirit Coaches and RDH Coaches)** will, if retrieved by the driver, be placed on the next bus for collection by the pupil. Smaller items left on external coaches retrieved by personnel other than the driver, will be processed and kept at their offices for 28 days or until claimed; after this time, they will be given to charities.

Any items found on **Brighton College minibuses** will be stored in the College lost property area, which can only be accessed by authorised personnel. Any valuable items such as wallets, laptops or mobile phones will be kept in the Security Lodge. All unnamed/unclaimed lost property at the College is disposed of at the end of each term and given to charities, except for high value items, which are retained for the duration of the academic year.

### REPORTING A LOSS

So that a search can be made, **report any items left on any bus to Main Reception, the Security Lodge, or to the Home to School Buses Department** via email - [buses@brightoncollege.net](mailto:buses@brightoncollege.net) as soon as possible, stating clearly which bus the item/s were left and which school run (am/pm) quoting the bus Route name e.g. *Loxwood Route A, PM run*.

### GENERAL

Parents are responsible for insuring their child's personal items. All parents are offered the opportunity to take out Personal Effects Insurance through the College. Should you wish to do so, please contact [feebillingenquiries@brightoncollege.net](mailto:feebillingenquiries@brightoncollege.net)