



# St Bartholomew's School Parents' Handbook

## Security of Property

1. With the large number of students and many visitors using the buildings, valuables should never be left unattended. The school cannot be held liable for the loss of any personal property from the site. Parents/carers are recommended to include personal items used at school on their household insurance policies.
2. Money or valuables should be handed in at the school office. Such items should not be left in unattended bags or clothing. This is especially important during PE lessons, when all valuables including phones and watches, should be handed to a member of staff.
3. The school takes no responsibility for any electronic items including electronic games machines, mobile phones or any other high value items brought to school. In general students should not bring large sums of money and valuable items, such as the above, to school.
4. Items of lost property will be held in reception for two weeks for students to check and reclaim. Where possible, items will be returned to the owner.