



Loreto Abbey Dalkey

Lost Property Policy

'Our school is a caring, Christian Community in which pupils have the opportunity to achieve academic excellence and to grow spiritually, emotionally, socially, creatively, and physically in a healthy environment

1. Introduction

1.1 The purpose of this policy is to provide procedures for handling lost and found property/items.

1.2 Loreto Abbey Secondary School, Dalkey, can accept no responsibility for loss or damage to the personal property of students.

1.3 In this policy, 'lost property' means any unattended, abandoned, misplaced, or forgotten item/s which are found within the campus of Loreto Abbey Secondary School, Dalkey, Co Dublin.

2. Where To Bring Found Items:

2.1 Found items are to be brought to the Lost Property room as soon as possible. 2.2 High value items e.g. tablets, iPods, iPads, phones, wallets/cash, jewellery and keys are to be brought to Reception.

3. Lost Property Room:

• Located on the ground floor, to the left of the spiral staircase, through the door and it is the second door on the left hand side (Lost Property sign on door). • Lost Property Room Opening Hours:

- Monday 15.40 - 15.55
- Wednesday 13.00 - 13.15
- Thursday 15.40 - 15.55

4. What is [foundit.ie](https://www.foundit.ie)?

4.1 Loreto Abbey aims to minimise property losses and to return found items to their rightful owners as efficiently and effectively as possible. We endeavour to save you time, inconvenience and unnecessary costs.

4.2 To achieve this objective, we have engaged the services of foundit.ie: Foundit.ie uses a digital scanning system which connects the owner with their lost property. Each student has been given a foundit.ie pack which contains 30 foundit.ie labels. In the pack is a sheet of labels for clothing and other essential items. With clothing the sticker

should be applied to the washing label only. The pack also contains important instructions on how to apply the labels to the student's property.



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5. How foundit.ie works:

- foundit.ie labels have a QR code.
- The student/parent/guardian must go to www.foundit.ie and Register their Label ID Number with their email addresses. It is advised to register one student email address and one parent/guardian address (We cannot return your property without a registered email address).
- For the foundit.ie system to work effectively, it is mandatory that students use the foundit.ie labels provided and apply them to all their personal belongings such as clothing, books, lunch boxes, water bottles, digital devices, sporting equipment and musical instruments.
- The staff member responsible for lost property simply scans the foundit.ie label with their phone and an automatic email is sent immediately to the email address(es) registered for that foundit.ie label advising that their property has been found and where to collect it.
- The student, having received an email advising that their property has been found, should go to the Lost Property room to reclaim their property during one of the designated opening times.
- All high value items should be collected from Reception.
- All unclaimed items will be discarded every four weeks, except for high value items which will be retained for the academic year.
- If suitable, discarded items will be donated to a local charitable organisation.

Elis Humphreys

Signed: _____

Date: 26/02/2026