

## Lost Property Bins

### Bethlehem College Secondary Office

We have 3 new lockable Lost Property Bins on campus.

2 bins are located outside R Block a short distance from the top of the concrete ramp access to the Secondary Office. 1 box is outside the PE office on the field side of the Event Centre. Lost Property is no longer stored and distributed from the Secondary Office.

The boxes will be open for access by parents and students during school hours and locked outside of school hours and weekends. Please encourage your children to check the boxes regularly for any items they may have lost during the term.



There is a large amount of lost property including shoes, jackets, jerseys, skirts and blouses.

We encourage parents and caregivers to clearly name each article of uniform and clothing your child may bring to school. We also ask you to please regularly check that your child's uniform name is clearly legible and actually belongs to them, often they have picked up the wrong item by mistake.

Junior Secondary student leaders and Secondary office staff will continue to oversee Lost Property but will no longer distribute directly back to students.

Unclaimed unnamed lost property items will be cleared out at the end of each term and processed for donation to charity.