



2 November 2018

Dear Parent and Carers

Re: Lost Property

We have a considerable amount of unclaimed lost property at the school. We are writing to advise you that this will be available to students to view and re-claim in the south hall between Monday 5 November - Friday 9 November 2018 during morning break and again at lunchtime.

Lost property will also be available to view and re-claim after school between Monday 5 November – Thursday 8 November from 3.15pm to 4.00pm should parents or carers wish to check for missing items. After this time any remaining items will be disposed of.

May we take this opportunity to strongly urge parents and carers that all items of uniform and PE kit, as well as other personal belongings that students bring to school, are clearly marked with your son or daughter's name to facilitate their prompt return should items be mislaid.

Should you or your son or daughter have any queries, please contact his or her year administrator for further assistance.

Yours sincerely

Miss H Jackson
Director of KS3

Mr S Smith
Director of KS4