



Lost Property Statement September 2026

We appreciate that replacing lost items can be expensive, below is a summary of how lost property is managed at Helsby High School.

Personal Responsibility & Disclaimer of Liability: Students are responsible for the security and safekeeping of their personal belongings. Helsby High School accepts no liability or financial responsibility for the loss, theft, or damage of any personal property brought onto the school premises, during school trips, or on school transport. This includes, but is not limited to, uniform, PE kits, electronic devices, bicycles, musical instruments, and cash. We strongly advise that expensive personal items, high-value clothing, or large sums of money are not brought to school.

Labelling Requirements: the ability to return lost items relies on clear labelling. All items of clothing and equipment should be clearly marked with the student's full name. Labelled items bypass our storage hub and are returned directly to the student via their Form Teacher.

Retrieval of Unlabelled Items: Unnamed items are sent to our central lost property store via Reception. General Uniform & Outerwear will be kept for 3 months. Valuable items (phones, jewellery, watches) will be held securely for 12 months.

Items unclaimed: any items remaining unclaimed after the retention periods outlined above will be disposed of. Good-quality uniform components will be transferred to our School Uniform Share Shop. Any non-school items will be donated to local charities or recycled at the end of the retention period.