

Label your garments

Our Lost Property system only works when your child's garments are clearly labelled

Garments in the Lost Property bins are easier to locate by you and your child when they are **clearly labelled**. You and your child need to check lost property when items go missing.

Once or twice a term Volunteers sort through all the items in Lost Property and separate into labelled and unlabelled piles. The **clearly labelled** items are then reunited with their owners (which we thank our volunteers for), the unlabelled items are returned to the Lost Property bin hoping that someone will recognise and claim it. At the end of each term all unclaimed items are donated to the Uniform Shop. You have a better chance of your child's item being returned if it is **clearly labelled**.

“Clearly labelled” means:

1. It includes the child's last name
2. That the last/surname is **easy to read**
3. The **name is visible** in the back neck of jackets/tops and/or back waist of pants. Volunteers can't be expected to check all internal labels and odd places looking for a name.
4. It **has more than a child's initials**. As we have over 650 students and there are a lot of students whose last/surname begins with the same letter it is not practical to work out who the owner is.

It is best to use printed labels that are ironed into the garment see photo 1.

Please note that best intentions of writing the name with a marker isn't always understandable for others to read, see photo 2.



Photo 1 – Clearly labelled
Easy for others to read



Photo 2 – Illegible written in marker.
Too difficult to identify surname

With a little effort by labelling your child's garments you can help to ensure your property is returned if it is found and placed in the Lost Property bins.

If you have any queries with this or would like to volunteer to help with Lost Property please contact

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