



QEH LOST PROPERTY INFORMATION

- **Label all items** – Uniform, PE/Games kit, equipment and clothes brought into school.
- **Report all lost items to school office** – as soon as something is missing contact the school office so it can be tracked down and someone can help you find it. A description will be put on daily notice/message board
- **Found items** – all named items will be returned through the register, all unnamed items are kept in Mr Ryan's office until the end of term then taken either to the Friends' clothing cupboard or a charity shop. If you find any items please take them to the school office in order that they can be returned to their owner. Items brought into school during the day will have a reminder message on the digital display board.
- **Mixed up items** – if you find you have an item of equipment of clothing that is not yours, please return to the school office as soon as possible, so it can be reunited with its owner.
- **Contact the school office** – Telephone Number 0117 930 3040 or e-mail office@qehbristol.co.uk