



Daubeney
academy

PART OF:
challenger multi-academy trust

Daubeney Academy

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17th September 2018

Dear Parent/Carer,

Re: Lost property

A large amount of unclaimed items have accumulated in our lost property store since last year. We will be holding lost property stalls on **Tuesday 18th, Wednesday 19 & Thursday 20th September** in the Main School Hall for students to view the lost property during their breaktime.

Any items left unclaimed will be environmentally disposed of as unfortunately we cannot keep lost property indefinitely.

Please be aware that students can always access lost property by coming to the main school office at break times and the end of the day. We would also request that all items of school equipment or clothing are clearly labelled before use, as any items with a name on are returned directly to the child.

Yours sincerely,

Mrs D. Willis
School Support Manager

