

MISSION

The Mission is to create a challenging and motivating English speaking environment where Pupils and staff from around the world work in harmony to develop every Pupil's full intellectual and human potential.



PEARLING SEASON INTERNATIONAL

PSI SCHOOL POLICY

Lost and Found Policy

To develop and support our learners to be global citizens and leaders of tomorrow; 21st century citizens who think globally and act locally, through traditional values of love, empathy, discipline and respect.

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Purpose and Definitions

Purpose

The following policy and procedures are intended to ensure that items reported lost or found are properly accounted for and, in the case of items found, returned to their rightful owners, or disposed of by PSISD.

Definitions

In this policy, "lost property" means any unattended, abandoned, misplaced, or forgotten item, including, but not limited to, equipment, cash, jewelry, books, documents, or personal identification paper - which is found within the boundaries of the school, pending the identification of the rightful owner, or appropriate disposal of by PSISD management.

Policy

Every lost and found items are dealt with according to the category of the item specified. All valuable lost items should be handed to the library desk for safe keeping .A safe lost and found is placed in the library with access only given to the librarian and business manager.

The lost and found items are classified as follows:

- Perishable items.
- Non valuable items.
- Valuable items.

1. Perishable items:

Perishable nature lost and found items are kept for one day. In case of any quarry and need to keep further is to be done accordingly.

2. Non-valuable items:

Items deemed to have no intrinsic or significant resale value.

Items including, but not limited to:

- Clothing, Uniform, shoes, stationeries, eye glasses and miscellaneous personal possessions etc....
- These category items are kept for --- months (term bases) in Lost and found box placed at reception desk.
- People who have lost these items should check the lost and found box at reception area to see if possession have been found
- Unclaimed items will be displayed in the reception area an entire week prior to school holidays to be identified by owner ,this is to be advertised with a given deadline.

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If there is no response from the loser till the time of holidays, these items are given to charitable organization or disposed off at the last school day.

3. Valuable items:

Item(s) Found of Value: including Cash,

Items including, but not limited to:

- Backpacks, Cell Phones, laptops, Tablets, jewelry/watches, Keys, Wallets, Purses and Personal identification (including license, passport, credit cards, etc.).

Valuable items are kept for a period of one academic year as per the PSISD policy.

If there is no response from the owner, auction to be conducted.

One separate Register is maintained for Valuable lost and found items and the items are kept in a safe Deposit Locker placed at the Library, with access only given to the librarian and business manager.

Any lost, found claim of valuable items is to be dealt with below stated procedures:

- Lost Items Procedures
- Found Item Procedures
- Claiming and
- Disposal of Found Items

A. Lost Items Procedures

Persons losing personal or PSISD property items should report the details to the reception desk, who shall immediately report same to the Protection Office (library) as soon as they become aware of the loss.

Losses may be reported by phone {reception area phone}, e-mail (info@psisd.com.qa) or in person, and must be followed up with an official Lost and found report form. (see appendix)

Items lost will be checked against to the Lost and found register at reception desk. If item resembles a pre- handed item .The library investigate the loss when the person reporting it, mentions and follow up using the PSISD CLAIM procedure, if not original report of lost form kept at reception desk and a copy of will be deliver to library for future reference.

B. Found Item Procedures:

1. Persons finding any lost property shall, within 24 hours from the time of finding them, turn them in to the Reception desk (who will remit them immediately to the library), and said persons shall be required to provide the following information:

- Their name and contact number.
- Description of the items found.
- Date and hour found.
- Precise place where found.
- Any witness to the findings.

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2. The reception desk at PSISD will issue a Lost & Found form for the Items turned in and staple a photograph of the item found. Lost and found form and item photograph is to be signed by finder and receptionist.

3. The reception desk will keep original of the form issued and record the items found in the lost and found register, with all relevant details.

4. Hand the item + a copy of signed (lost and found form+ item photograph to library).

5. The librarian desk will keep a copy of the form issued and record

the items found in the register of items found, with all relevant details:

- Inspecting the item(s) **in the presence of the person handing in the property**, specifically itemizing all contents including money, credit cards, or other valuables.
- Attaching a completed **Lost & Found** form to the item and recording the **Lost & Found, Ticket numbers and details in the Lost & Found** register.
- The **receiving staff member** will organize the item(s) in the Lost & Found safe, (typically in a manila envelope); make sure that the item has the **Lost & Found form** attach to it.
- If *owner identification (name, phone number, etc.) is available* from the found property, record the owner information in the Lost & Found register.

3. Once the found items are turned in to the Library, reasonable efforts will be made to ensure that they are returned to their rightful owners.

4. When the found item contains the identification of its owner, an attempt to reach said owner shall be made on the same day. e.g: Passport Identification card.. etc....

5. If the found item is an identification card, the Library shall immediately send it to the governmental office to keep and keep a photocopy for its files. First if parent check with admission/HR office alternatively handed to authority.

6. Items found will be advertised on bulletin boards on PSISD with no specific details (e.g. , mobile found " not specifying nokia") within 48 hours of being turned in.

C. Claiming and Disposal of Found Items

Claiming

When persons claim items which have been found, the reception desk shall:

Obtain from the claimants the "item reclaim form ". The form will entitle a brief description of item lost, lost date, item value any unique identification marks, where applicable, proof of ownership. The bottom form will have a place for signature and needed to be signed by receiver if item is found.

Item reclaim form sent to librarian to check against log items description (lost/ found register).

More questions can be asked verbally if further assurance required.

If satisfied that the claimant is the owner of a found item, item can be collected from the library.

Have the claimant sign the lost/ found register and acknowledgement part under the reclaim form as having received the item, Receiver ID card photographed and attached to the rest of the documents.

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In all cases, all original and copy records are updated the date and means of disposal, shall be noted in found section the register of lost and found items.

D. Disposal of unclaimed Found Items

Unclaimed items will be disposed of under the supervision of the business manager as follows:

- Cash money will be turned over to -----.
- Items having resale value will be sold in a restricted public auction, and the proceeds of the sale will be turned over to -----.

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i APPENDIX I

<p>S.No.....</p> <p>Found item report form.</p> <p>This form is available for you to provide us with a report of any found item. If you have several items to report, please submit a separate form for each item. If you are reporting from a department or building, thanks</p>	
First Name:	
Middle Name:	
Sur Name:	
Date this item was lost/ found:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
I am reporting :	<input type="radio"/> Found item <input type="radio"/> Lost Item <input type="radio"/> Other specify:
Item Lost or Found:	
<p>Leave detailed description of the item (color, size, brand....):</p> 	
<p>This item was lost/found at</p> 	
<p>Comment:</p> 	
<p>Date : <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p>	
<p>Signature:</p>	
<p>Information noted by:.....(reception)</p> <p>Serial number: (from register table)..</p> <p>Date: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Name :</p> <p>Signature :</p>	<p>Item handed to :(library)</p> <p>Serial number: (from register table)..</p> <p>Date: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Name :</p> <p>Signature:</p>
<p>1. This form is used to report the loss/found or disappearance of either PSISD, or personal property.</p> <p>2. A report must be filled within 24 hours from the time the disappearance / loss or item found was first noticed.</p> <p>3. Complete the form carefully and include all details that will help and assist the various parties in investigating..</p> <p>4. Provide a detailed description of the items missing, including tag numbers, if applicable.</p> <p>5. The person who first notes the loss/found has responsibility for submission of this form, which should also be signed by the department head in case of loss of PSISD assets.</p> <p style="text-align: center;">Form flow: founder → original in reception desk → item photo + copy form to library.</p>	

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Sample lost and found register:

Lost and Found Register										
Sl No.	Date	Time Found	Area / Room where Item Found	Item	Description	Found By	Item collected by	Address	Date	Signature

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Lost & Found Property Claim Form

This form is available for you to provide us with a report of any lost item. If you have several items to report, please submit a separate form for each item. If you are reporting from a department or building, Please contact us by phone or e-mail to arrange a pick-up. Thanks!

First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
Last Name:	<input type="text"/>
Email (optional)	<input type="text"/>
Current Date :	<input type="text"/>
Current time :	<input type="text"/>
Item Lost :	<input type="text"/>

Please leave detailed description of the item (color, size, brand....):

When and Where was the item lost?

Date: Lost At: _____

Comment:

Item Information noted by: _____ **Item reference number:** _____

Date and signature librarian: _____ **Item handed to claimer name:** _____

Terms PSISD abandoned and unclaimed property in an "as is" condition. PSISD makes no expressed or implied warranties and no representation as to the safety, condition, storage or fitness of the property for any purpose. Property being claimed is returned in an "as is" condition. The claimant agrees to indemnify and hold PSISD from any liability for any reason in regards to the property being claimed. I have read and understand the above statement.

Date & Signature receiver party: _____

Form flow: Claimant → original in reception desk → item photo signed by receiver + copy receiving ID + copy of **Claim Form** in library documented.