



PERSONAL ITEMS

- Students must take responsibility for their property and they must keep it with them at all times.
- Students should **NOT** bring **VALUABLE ITEMS** into school such as expensive phones, headphones or watches. Jewellery is not allowed and therefore should not be brought to school, please see our uniform policy.
- We cannot guarantee the safety of such valuables or money and do not have the resources to investigate any losses.
- If your child has their **mobile phone** out in the school building, it **will be confiscated**. This will need to be collected from the Main Office at the **end of the day**. Please see our Mobile Phone Policy.
- Please ensure that all items of clothing and equipment are clearly marked with your child's name.
- Lost items are sent to the lost property station in primary and the pastoral managed uniform cupboard in secondary. We dispose of unclaimed items at the end of each term.
- Students should **not** carry **large sums of money** around with them during the day. The only money required during the Academy day is enough to load the student card to purchase food which can be done immediately on arrival to school, payment via Arbor is preferred for this.
- Where larger amounts of money may be required, such as for trips, fund raising or visits, we recommend using the school's online payment system, Arbor. Otherwise the money must be brought into the Academy in a **sealed, labelled envelope**. Students will need to deliver this in to a named member of staff and obtain a receipt.
- The Academy will not be liable for any lost or damaged items.

Responsibility | Respect | Resilience

