



CATERHAM SCHOOL

13 January 2011

To all Senior School Parents and Guardians

Dear Parents and Guardians,

Tomorrow morning (Friday 14 January) all the “named” lost property from the Lost Property Room in “Hillside” (the red brick building to the right of the Humphreys Hall) will be returned to pupils via the House Meetings. (This normally happens at the end of each half term, but was delayed due to December’s snow).

The “un-named” lost property will then be removed at the end of next week (Friday 21 January). Any school uniform items will go to the Nearly New Uniform Shop and the non-school uniform items will be given to the Charity Committee, to be either sold directly for the benefit of our school charities or donated to the local charity shops.

In order for parents and / or pupils to come and claim their property prior to next Friday’s clearance, Lost Property will be open each morning next week from Monday to Thursday (inclusive) from 08:10am until 08:45am.

If a pupil claims an un-named item then this will be recorded, in case there is any dispute.

I will take this opportunity to remind you that the Lost Property Room in Hillside is open on a regular basis each Tuesday and Thursday morning from 08:10 until 08:45 (thanks to the four mothers that now run this operation so efficiently). Parents, as well as pupils, are welcome to come and visit during that time.

Please note that entire school or sports bags are not placed in Lost Property, they will still be lying about the school wherever they were abandoned. Likewise, any valuable items (such as house keys, watches, jewellery, phones etc) would not be there either as they go directly to Reception.

Headmaster Julian Thomas BSc (Hons) MBA FRSA
Harestone Valley Road . Caterham . Surrey . CR3 6YA

Telephone +44 (0)1883 343028 . Facsimile +44 (0)1883 347795
email enquiries@caterhamschool.co.uk . website www.caterhamschool.co.uk





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You are able to now email Lost Property on lostproperty@caterhamschool.co.uk, but please be aware that your emails will only be picked up on Tuesday and Thursday mornings.

Yours sincerely,

Nancy Dawrant
House Co-Ordinator