



# TWIN RIVERS EDUCATION TRUST

*[Integrity~Unity~Merit]*

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12 September 2025

Dear Parents,

The Thrift Shop is overwhelmed with unclaimed lost property, most of which is unlabelled. To address the problem, we are conducting an initial clear out and tightening the rules governing lost property going forward.

## Initial clear out

All labelled items *with sufficient legible information to enable us to identify the child's class* will be sent to the class teacher. The class teachers will notify parents and they will have until 24 September to collect their items, paying the current charges for labelled items (USD 1 for up to 5 items collected for one child on the same day).

All remaining items will be sold or disposed of after Friday 24 September. If you are interested in seeing if any of the items belong to you, please come before lunch on the 24<sup>th</sup>.

## **Going forward**

Two weeks before the end of each term, unclaimed labelled items with an identifiable class will be sent to the class teacher, to be claimed and paid for by the end of term (or, for parents who are away, by the end of first two weeks of the following term).

All items (labelled or unlabelled) unclaimed by the end of term (or extended deadline, where applicable) will be available for sale or other disposal.

Fines will be as follows:

Items	Fine
Labelled items collected from the Thrift Shop	USD 1 for up to 5 items for one child collected on the same day.
Labelled items collected from the class teacher at the end of term.	USD 2 for up to 5 items for one child collected on the same day.
Unlabelled or illegibly labelled items	USD 2 for each item

Kind regards

**S. ANDERSON**

**i/c The Thrift Shop and Lost Property**