

Lost and Found Items

- Please approach the general office to enquire if you have lost or found any item(s) in the school.
- All non-valuable lost and found items will be displayed in a locked glass cabinet in front of the general office for the owners to identify, where possible. Unclaimed non-valuable items may be disposed after one month.
- Valuable items such as jewellery and watches will not be displayed in the glass cabinet. These items will be kept in the general office instead. Unclaimed valuable items will be handed over to the Police, whereas unclaimed cash will be banked-in by the school within the week. If the owner of the cash is found later, he or she can still make a claim but the process may take a longer time.

How to Claim?

1. Please approach the General office to claim any Lost and Found item.
2. Our office staff will ask some general questions to ensure that the claimant is the rightful owner of the items.
3. The claimant will need to sign-out the items by writing down his/her name, NRIC(last 3 digits cum alphabet) and contact no., class (if applicable) and the date.
4. The claimant will need to produce his/her NRIC or student pass for verification of his/her identity.
5. Disciplinary action will be taken against the claimant, if it is discovered that he/she had claimed something that does not belong to him/her.

How to Report a Lost item?

1. Please approach the General office to inform us of your lost item(s).
2. Our office staff will need you to fill up a simple form with your name, NRIC (last 3 digits cum alphabet) and contact no., class (if applicable), date and a simple description of the item lost, location, date and time.
3. Once the item is found, we will inform you to come to the general office to make the claim.