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PRIMARY SCHOOL WALVIS BAY (Incorporated association not for gain) 21/95/0111

WALVIS BAY PRIMARY SCHOOL LOST AND FOUND CLOTHING BANK POLICY

PURPOSE

The purpose of the School Lost and Found Clothing Bank is to provide a resource for learners and families in need of clothing items within the school community and those items lost to be returned.

OPERATION HOURS

The School Lost and Found Clothing Bank will operate on Mondays and Wednesdays from 12:00 to 14:00. No services will be provided outside of these hours.

RESPONSIBLE PERSONNEL

There will be designated staff member responsible for overseeing the School Lost and Found Clothing Bank. They will be present at the clothing bank at least 10 minutes prior to opening, starting at 11:50, and will ensure that the facility is securely locked no later than 14:05 after the closing time. No exceptions will be made to this schedule.

ACCESS RESTRICTIONS

Parents or guardians seeking assistance from the School Lost and Found Clothing Bank may only access the designated room during operational hours on Mondays and Wednesdays. They are not permitted to enter other areas of the school buildings. If additional assistance is required, parents must return to the front office for further guidance.

PROCEDURES FOR ASSISTANCE

Upon arrival at the School Lost and Found Clothing Bank, parents or guardians will be required to sign in and provide necessary information regarding the items needed. They will be assisted by the designated staff member in locating suitable clothing items. Parents are limited to selecting a reasonable number of items based on availability and need.

PRIVACY AND CONFIDENTIALITY

All interactions and transactions within the School Lost and Found Clothing Bank will be treated with utmost confidentiality and respect for privacy. Personal information provided by individuals seeking assistance will be kept confidential and used solely for the purpose of facilitating the clothing exchange.



MAINTENANCE OF CLOTHING BANK

The designated staff member and one maintenance department staff member is responsible for maintaining the cleanliness and organization of the School Lost and Found Clothing Bank. Any donated clothing items should be clean, gently used and appropriate for school-aged children. Damaged or unsuitable items will be promptly removed from circulation.

DONATION PROCEDURES

Donations of clothing items for the School Lost and Found Clothing Bank are welcomed and encouraged from members of the school community. Donors may drop off items at the front office during regular school hours. All donated items should be clean and in good condition.

COMPLIANCE AND ENFORCEMENT

All members of the school community, including parents, staff and learners, are expected to adhere to the guidelines and procedures outlined in this policy. Any violations or concerns regarding the operation of the School Lost and Found Clothing Bank should be reported to the school administration for appropriate action.

REVIEW AND REVISION

This policy will be subject to periodic review and may be revised as necessary to ensure its effectiveness and alignment with the goals of the School Lost and Found Clothing Bank.

ACKNOWLEDGMENT OF POLICY

By utilizing the services of the School Lost and Found Clothing Bank, parents and guardians acknowledge their understanding and agreement to abide by the policies and procedures outlined herein.

