



Kingsdale Foundation School

Lost Property Information Form

Please complete this form where an item has been mislaid or lost at school. If a reported item is located, contact will be made in an attempt to reconcile the item.

Completed forms should be emailed to lostproperty@kingsdale.southwark.sch.uk or sent for the attention of Mrs B Blomfield at the school.

Name of student to whom lost item/s belong/s	
Name of Parent/Guardian Reporting Lost Item	
Relationship to student	
Description of lost item/s	
Was the item labelled?	
Date item/s lost	
Location where item/s was/were lost (if known)	
Time when item/s was/were lost (if known)	
Any other relevant information to assist with locating the item	