



# Sir Graham Balfour School

Member of Sir Graham Balfour Multi-Academy Trust

14<sup>TH</sup> November 2018

Dear Parent/Carer,

Lost Property is cleared on a termly basis. **Any lost property held in school after the following dates will be donated to charity.**

**It is the student's responsibility to check the Lost Property section for any items which they may have mislaid.**

## **STUDENTS HAVE UNTIL THE FOLLOWING DATES TO RECLAIM LOST PROPERTY**

Autumn Term-Wednesday 5<sup>th</sup> December

Spring Term-Wednesday 3<sup>rd</sup> April

Summer Term-Wednesday 3<sup>rd</sup> July

Please ensure that your son/daughter checks the Lost Property section before these dates.

Many thanks

*Dee*

**Dee Evans**

**Office Support Manager**

**Sir Graham Balfour School**

**North Avenue**

**Stafford**

**ST16 1NR**

**Tel:- 01785 223490**

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**Headteacher:** Mrs L D Beck **Deputy Headteacher:** Mr M M Mason

*Sir Graham Balfour School is part of the Sir Graham Balfour Multi-Academy Trust, a charitable company limited by guarantee and registered in England and Wales with company number 10238899. The registered office is at Sir Graham Balfour High School, North Avenue, Stafford, ST16 1NR.*