



SAGAR PUBLIC SCHOOL

Senior Secondary Co-Ed School, affiliated to CBSE, Bharat

Rohit Nagar, E-8 Extension, Bhopal | Ph: 7771003569, 7697700300

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Dear Parents,

Greetings of the Day!!!!!!!

We would like to bring to your notice an important matter that concerns to losing of personal belongings of your child in school, following steps to be taken by your ward:

1. Visit the last area they remember having the item. If the item is not found there, they should retrace and check all classrooms/areas where they have been on that day or speak to the teacher of the class concerned.
2. If they have been unable to find their lost item, they should report to FRONT OFFICE and check in case the item has been handed in. Please note that, sometimes, it may take a few days before lost items are handed in at FRONT OFFICE.
3. If they cannot find it; you or your child can contact at FRONT OFFICE on 7771003569/7697700300 to report the missing item and we shall attempt to locate it.
4. Kindly check labeling on the belongings to ensure it does not wash off. Front office will return the labeled items promptly to the concerned.
5. Lost property that is not labeled will be held for at least 6 months.
6. During PTM the lost property will be displayed on the ground floor.
7. Any lost property not claimed, will be donated to a local charity or disposed off.

We hope you find this information useful.

Thank you for your co-operation.

Best regards,
Uday Sharma
Admin Manager
Sagar Public School
Rohit Nagar
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