

Greenway Maidstone Kent MEI6 8TL

Tel 01622 726391 Fax 01622 729512 Web www.west-borough.kent.sch.uk Email office@west-borough.kent.sch.uk

Headteacher Mrs Ashley Crittenden BEd Hons NPQH

14<sup>th</sup> October 2019

**Dear Parents/Carers** 

Lost Property

We now have a new location for lost property which we hope will make it easier for you or your child to access. There is a wooden unit under the covered way near the Infant Building, labelled 'Lost Property'.



As always we ask that <u>all</u> items of clothing are clearly <u>named</u>. If this is the case then lost property will be returned to your child's class, not put in the new unit.

The unit will be emptied at the end of each term with items either going into the second hand uniform sale or to charity.

We hope this new storage unit will make things easier for you.

Kind regards

A.S. atterder,

Mrs A. Crittenden Headteacher