

Personal Property Policy

Responsibility: Assistant Principal

Reviewed by Council: November, 2023

Due for Review: November, 2025



Help for non-English speakers

If you need help to understand the information in this policy, please contact Wooranna Park Primary School via phone (03) 9795 2007 or email wooranna.park.ps@education.vic.gov.au.

Purpose	To explain Wooranna Park Primary School's policy in relation to personal property and to ensure that special or valuable items of personal property are not brought to school.
Scope	This policy applies to all school activities, including camps and excursions.
Guidelines for Implementation	<p>Wooranna Park Primary School encourages staff and students not to bring items of value to school, or to obtain appropriate personal insurance for such items.</p> <p>The Department of Education and Training does not have insurance for personal property of staff, students and visitors. Wooranna Park Primary School does not take responsibility for items of personal property that are lost, stolen or damaged at school or during school activities. Damage to personal property brought to school is the responsibility of the owner of that property.</p> <p>Wooranna Park Primary School encourages staff and students not to bring items of value to school, or to obtain appropriate insurance for such items.</p> <p>If students bring items of value to school, they will be handed to the office and stored securely in a lockable filing cabinet at the office until the end of the day, when the items may be collected by the student and/or parent.</p> <p>If students bring items of value to a non-school based activity such as a camp or excursion the items of value be confiscated and stored in a secure location as determined by the student's teacher until the end of the activity or event, when the items may be collected by the student and/or parent.</p>
Communication	<p>This policy will be communicated to our school community in the following ways:</p> <ul style="list-style-type: none">• Annual reminders in our school newsletter• Available publicly on our school's website (or insert other online parent/carer/student communication method)• Included in staff handbook/manual• Hard copy available from school administration upon request

Related Documents

- Mobile Phone Policy
- Camps and Excursions Policy