

# Personal Property Policy

**Responsibility:** All Wooranna Park Primary School Staff

**Reviewed by Council:** October, 2025

**Due for Review:** October, 2028



## 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](mailto:wooranna.park.ps@education.vic.gov.au).

<b>Purpose</b>	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.	
<b>Scope</b>	This policy applies to all school activities, including camps and excursions.	
<b>Guidelines for Implementation</b>	<p>Wooranna Park Primary School understands that staff and/or students may sometimes like to bring items of personal property to school.</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 confiscated and stored securely in the locked storeroom in the School Office until the end of the day, when the items may be collected by the student and/or parent.</p>	
<b>Communication</b>	<p>This policy will be communicated to our school community in the following ways:</p> <ul style="list-style-type: none"> <li>• Annual reminders in our school newsletter</li> <li>• Available publicly on our school's website (or insert other online parent/carer/student communication method)</li> <li>• Included in staff handbook/manual</li> <li>• Hard copy available from school administration upon request</li> </ul>	
<b>Related Policies and Documents</b>	<ul style="list-style-type: none"> <li>• Mobile Phone Policy</li> <li>• Camps and Excursions Policy</li> <li>• Claims for Property Damage and Medical Expenses <a href="https://www2.education.vic.gov.au/pal/claims-property-damage-and-medical-expenses/policy">https://www2.education.vic.gov.au/pal/claims-property-damage-and-medical-expenses/policy</a></li> </ul>	
<b>Policy Review and Approval</b>	<b>Policy last reviewed:</b>	October 2025
	<b>Policy consultation:</b>	Staff Newsletter on 17 October 2025 School Council on 21 October 2025
	<b>Policy approved by:</b>	Principal
	<b>Next scheduled review date:</b>	October 2027

