

	Policy Name	Personal Property Policy	Date of Approval	2023
	Responsible	Principal	Review Date	2027

PERSONAL PROPERTY POLICY

PURPOSE

To explain Tyabb 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.

POLICY

Tyabb Primary School understands that staff and/or students may sometimes like to bring items of personal property to school.

The Department of Education and Training does not have insurance for personal property of staff, students and visitors. Tyabb 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.

Tyabb Primary School encourages staff and students not to bring items of value to school, or to obtain appropriate insurance for such items.

If students bring items of value to school, they will be taken from them and stored securely either in the classroom by the teacher or at the school office until the end of the day, when the items may be collected by the student and/or parent. This decision will depend on the value and nature of the item.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

RELATED POLICIES AND RESOURCES

- the Department's Policy and Advisory Library (PAL):
 - [Claims for Property Damage and Medical Expenses](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	8.5.23
Approved by	Principal
Next scheduled review date	May 2027