



Personal Property Policy

PURPOSE

To explain Narre Warren North 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

Narre Warren North 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. Narre Warren North 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.

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

Students and staff bring items of value to school at their own risk. Expensive items brought to school by students will be confiscated and stored securely at the office until the end of the day, when the items may be collected by the student and/or parent.

Communication

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

- Annual reminders in our school newsletter
- Available publicly on our school's website
- Discussed at annual staff briefings/meetings
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	February 2023
Approved by	Principal
Next scheduled review date	February 2026