

## **Cranbourne West Primary School**

# **PERSONAL PROPERTY POLICY**



### **Help for non-English speakers**

If you need help to understand the information in this policy please contact Cranbourne West Primary School Administration on 59962878

### **RATIONALE:**

The Cranbourne West Primary School Personal Property Policy will outline the school's policy in relation to personal property and will ensure that parents, students and staff that bring special or valuable items of personal property to school understand that our school cannot accept any liability for items damaged or stolen when at school.

### **SCOPE:**

This policy applies to all school activities, including camps and excursions.

### **POLICY IMPLEMENTATION:**

Cranbourne West 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. Cranbourne West 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.

Cranbourne West 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 remain their property however the Classroom Teacher may store them securely on request, until the end of the day, when the items may be collected by the student and/or parent.

### **FURTHER INFORMATION AND RESOURCES**

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

- Student - on enrolment
- Staff Handbook
- Published on the school's website and the Sentral Parent's Page
- Discussed annually with the staff
- Hard copy available from the school office

### **EVALUATION**

This policy will be reviewed on a cyclic basis