



Personal Property

Policy

Policy review team members: Dean Charge, Deb Gardener, Jane Herring, Carolyn Smith, Kim Wheeler, Bev Harvey, Michelle Polley

This policy was last ratified by School Council on 6/12/21

Purpose:

To explain Mt Eliza 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 Implementation:

Mt Eliza 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. Mt Eliza 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.

Mt Eliza 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 may be confiscated and stored securely in the Administration 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
- 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](#)

Evaluation:

This policy will be reviewed as part of MEPS four – year review cycle in 2025

School Council President: Dean Charge

Signature:

Date: 6/12/21



Help for non-English speakers

If you need help to understand the information in this policy please contact the school.

