



PINEWOOD PRIMARY SCHOOL

PERSONAL PROPERTY POLICY

1 PURPOSE

To explain Pinewood 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.

2 SCOPE

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

Pinewood 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. Pinewood 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.

Pinewood 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 collected and stored securely in the Security Room until the end of the day, when the items may be collected by the student and/or parent.

3 COMMUNICATION

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

- Available publicly on school website
- Included in staff induction processes
- Included in our staff handbook/manual
- Discussed at parent information nights/sessions
- Annual reference in school newsletter
- Hard copy available from school administration upon request

4 RELATED POLICIES AND RESOURCES

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

5 APPROVAL AND REVIEW

Created date

24th October 2022

Next review date

October 2025

- This policy was approved by the school principal on

24th October 2022