

Toolangi PRIMARY SCHOOL

Personal Property Policy



Main Rd. Toolangi TEL: 5962 9255

Email: toolangi.ps@education.vic.gov.au Website: <https://www.toolangi.ps@education.vic.gov.au>

Policy Name	Personal Property Policy	Approved	August 24th 2021
Responsibility	Sally Herbert	Review Date	August 2024

Purpose

To explain Toolangi 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

Toolangi 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. Toolangi 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.

Toolangi 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 confiscated and stored securely at the school 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 (or insert other online parent/carer/student communication method)
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

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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 annually by the School Council to confirm/enhance internal control procedures

Certification

This policy was ratified by the School Council on JAugust 24th 2021

Signed.....
PRINCIPAL

Signed.....
SCHOOL COUNCIL PRESIDENT