



Personal Property Policy



Help for non-English speakers

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

Purpose

To explain Grovedale West 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

Grovedale 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. Grovedale 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.

Grovedale 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 be confiscated and stored securely in the teacher's office until the end of the day, when the items may be collected by the student and/or parent.

Communication

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

- Available publicly on our school's website
- In School Handbook
- 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](#)

Review cycle

Policy last reviewed	<ul style="list-style-type: none"> • 26th September 2022
Approved by	<ul style="list-style-type: none"> • Principal – Gretta Lynch • School Council 9/11/22
Next scheduled review date	<ul style="list-style-type: none"> • September 2025