



## *Personal Property Policy*



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

If you need help to understand the information in this policy please contact Leopold Primary School.

### **PURPOSE**

To explain Leopold 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**

Leopold 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. Leopold 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.

Leopold Primary School encourages staff and students not to bring items of value to school, or to obtain appropriate insurance, protective screens, covers etc for such items.

If students bring items of value to school, they will be confiscated and stored securely at the school office, mobile phones will be stored securely in designated areas 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:

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

## REVIEW CYCLE

This policy will be reviewed as part of the school's three year review cycle.

Signed:



**School Council President – Ramona Browne**

Signed



**School Council Executive Officer (Principal) – Stuart Bott**

This policy was last updated by School Council on:	21 <sup>st</sup> November 2023
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This policy is scheduled for review by School Council in:	November 2026
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