



# PERSONAL PROPERTY POLICY

## PURPOSE

To explain Yaapeet 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

Yaapeet 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. Yaapeet 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.

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

## REVIEW CYCLE 3-4 YEARS

This policy was last updated on 20<sup>th</sup> March 2019 and is scheduled for review in March 2022 or as needed.

## REQUIRED COMMUNICATION METHODS

Annual communication to school community – newsletter

## RECOMMENDED ADDITIONAL COMMUNICATION METHODS

School website, Staff handbook/manual, staff briefing/meeting as required

Compulsory – no school council approval required