



PERSONAL PROPERTY POLICY

PURPOSE

To explain Gardenvale 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

Gardenvale 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. Gardenvale 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.

Gardenvale 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 removed and stored securely in the classroom or School Office until the end of the day, when the items may be collected by the student and/or parent.

RELATED POLICIES AND RESOURCES

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

COMMUNICATION

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

- Available publicly on our school's website and Compass
- Included in staff induction processes and staff training
- Link to policy on staff drive
- Discussed at staff briefings/meetings as required
- Link included in transition and enrolment packs
- Discussed at parent information nights/sessions as required
- Hard copy available from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	February 2024
Approved by	Principal 12/2/24



GARDENVALE PRIMARY SCHOOL

Next scheduled review date	February 2028
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