



POLICY DOCUMENT

Personal Property

Responsibility: Principal
Revised: 2021
Next Review: 2025

PURPOSE

To explain Mill Park 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

Mill Park 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.

Mill Park 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.

Mill Park 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 a locked cupboard or at the School Office. The items may be collected by the student and/or parent at the end of the school day.

POLICY REVIEW AND APPROVAL

Policy last reviewed	Feb 2021
Approved by	School Council
Next scheduled review date	Feb 2025