

POLICY STATEMENT

PERSONAL PROPERTY POLICY

Ratified by School Council: March 2022

Review date: March 2026

PURPOSE

To explain Selby 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

Selby 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. The 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.

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

A reminder to families will be communicated in the school newsletter at the beginning of each year.

COMMUNICATION

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

- Annual reminders in our school newsletter
- Available publicly on our school's website and Compass App
- Included in staff handbook
- Discussed at annual staff briefings/meetings
- Included in transition and enrolment packs
- Discussed at parent information nights
- Hard copy available from school administration upon request

At Selby Primary School we endeavour to create and maintain a nurturing learning environment which fosters positive student participation through our values of

CONFIDENCE

PERSONAL BEST

RESILIENCE

RESPECT

RELATED POLICIES AND RESOURCES

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

POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2022
Approved by	Principal
Next scheduled review date	March 2026