

## PERSONAL PROPERTY POLICY

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### HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Wedge Park Primary School on 03 9743 7595 or [wedge.park.ps@education.vic.gov.au](mailto:wedge.park.ps@education.vic.gov.au).

### PURPOSE

To explain Wedge 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

Wedge 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. Wedge 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.

Wedge 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 the office 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 way:

- Included in staff induction processes and staff training
- Available publicly on our school's website
- Available on the school's staff website
- Hard copy available from school administration upon request

### RELATED POLICIES AND RESOURCES

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

## **POLICY REVIEW AND APPROVAL**

Policy last reviewed	April 2024
Approved by	Principal
Next scheduled review date	February 2028