

	<p>St Andrews Primary School</p> <p>No: 0128</p>	<p>St Andrews Primary School Caledonia Street St Andrews, 3761 Ph. (03) 9710.1255 Fax (03) 9710.1827 www.standrewsps.vic.gov.au</p>
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PERSONAL PROPERTY POLICY

PURPOSE

To explain St Andrews Primary School 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

St Andrews 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. St Andrews 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.

St Andrews 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 either at the office or in the classroom until the end of the day, when the items may be collected by the student and/or parent.

REVIEW CYCLE

This policy was last updated on 6th April 2018 and is scheduled for review in April 2022.

THIS POLICY DOES NOT NEED SCHOOL COUNCIL APPROVAL	
Date Presented to School Council for Noting	30/04/2018