

Personal Property Policy

1. RATIONALE

Templestowe 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. Templestowe 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.

This policy applies to all school activities, including camps and excursions.

2. GOAL

- 2.1 To explain Templestowe 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.

3. IMPLEMENTATION

- 3.1 Templestowe Park Primary School encourages staff and students not to bring items of value to school, or to obtain appropriate insurance for such items.
- 3.2 If students bring items of value to school, arrangement will be made to have the item stored securely. Locations may include:
- teacher's locked classroom office if the item is of low value
 - school office if the item is deemed inappropriate or has a high financial value
 - the school's 'strong room' if the item is of significant value or poses a risk to other students

In all situations as listed above, teachers in consultation with Principal / Assistant Principal will decide whether the item can be taken home with the student at the end of the day or parents will need to be contacted to collect the item.

4. EVALUATION

This policy will be reviewed by leadership staff and the Education Sub Committee as part of the school's policy review process.