



## TRARALGON SOUTH PRIMARY SCHOOL PERSONAL PROPERTY POLICY



### Help for non-English speakers

If you need help to understand the information in this policy, please contact the General Office on (03) 5195 5244.

### PURPOSE:

To explain Traralgon South 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:

1. Traralgon South Primary School understands that staff and/or students may sometimes like to bring items of personal property to school.
2. The Department of Education does not have insurance for personal property of staff, students and visitors. Traralgon South 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.
3. Traralgon South Primary School encourages staff and students not to bring items of value to school, or to obtain appropriate insurance for such items.
4. If students bring items of value to school, they will be confiscated and stored securely until the end of the day, when the items may be collected by the student and/or parent.

### REVIEW CYCLE:

This policy was last ratified by School Council on 6 May 2024 and is scheduled for review in 2027.

Policy last reviewed	6 May 2024
Consultation	School Council on 6 May 2024
Approved by	Principal and School Council
Next scheduled review date	May 2027