

# PERSONAL PROPERTY POLICY



## Help for non-English speakers

If you need help to understand this policy, please contact the school office

## PURPOSE

To explain Delacombe PS 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

Delacombe PS 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. Delacombe PS 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.

Delacombe PS 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 until the end of the day, when the items may be collected by the student and/or parent.

## COMMUNICATION

This policy will be communicated by being published on the school's website and a copy will be available from the school during office hours.

## POLICY REVIEW AND APPROVAL

<b>Policy last reviewed</b>	August 2023
<b>Approved by</b>	Principal
<b>Next scheduled review date</b>	Sept 2026