

## PERSONAL PROPERTY POLICY

### PURPOSE

To explain Tecoma 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

Tecoma 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. Tecoma 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.

Tecoma 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 handed to the class teacher and stored securely in the teacher's office area 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 **14<sup>th</sup> February, 2019** and is scheduled for review in **June 2023**.