



PERSONAL PROPERTY POLICY



If you need help to understand this policy, please contact the school office on 9870 3050

ringwood.heights.ps@education.vic.gov.au

PURPOSE

To explain Ringwood Heights 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

Ringwood Heights 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. Ringwood Heights 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.

Ringwood Heights 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 parents/carers will be contacted and the item/s will be stored securely at the School Office until the end of the day, when the items may be collected by an adult.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Annual reminders in our school newsletter
- Available publicly on our school's website

RELATED POLICIES AND RESOURCES

- the Department's Policy and Advisory Library (PAL):
 - [Claims for Property Damage and Medical Expenses](#)

POLICY REVIEW AND APPROVAL

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| Policy last reviewed | March 2023 |
| Approved by | Principal – Kim Bride |
| Next scheduled review date | March 2027 |



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