



Personal Property Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact Southmoor Primary School on 9555 1235 or southmoor.ps@education.vic.gov.au

PURPOSE

To explain Southmoor 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

Southmoor 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. Southmoor 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.

Southmoor Primary School' encourages staff and students not to bring items of value to school, or to obtain appropriate insurance for such items.

COMMUNICATION

- Annual reminders in our school newsletter
- Available publicly on our school's website
- Discussed at annual staff briefings/meetings
- Discussed at parent information nights/sessions 1
- Hard copy available from school administration upon request

RELATED POLICIES AND RESOURCES

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

POLICY REVIEW AND APPROVAL

Policy last reviewed	November 2024
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Approved by	Principal
Next scheduled review date	2028

Links- All links are accessible from the electronic versions on the school website.