



DONVALE PRIMARY SCHOOL

PERSONAL PROPERTY POLICY

PURPOSE

To explain Donvale 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

Donvale 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. Donvale 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.

In keeping with our school value of Responsibility Donvale Primary School encourages staff and students NOT TO BRING items of value to school.

If students bring items of value to school, they may be looked after either by the classroom teacher or stored securely at the school office until the end of the day, when the items may be collected by the student and/or parent.

REVIEW CYCLE AND EVALUATION

Date Implemented:	13 th May 2021
Author:	Education Sub-Committee
Approved By:	School Council
Responsible for Review:	Principal/Assistant Principal
Review Date:	3 years