

Date July 2019	MELTON WEST PRIMARY SCHOOL PERSONAL PROPERTY POLICY
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1. PURPOSE

To explain Melton West 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.

2. POLICY STATEMENT

Melton West 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. Melton West 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.

3. IMPLEMENTATION

Melton West 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 confiscated and stored securely at the School Office until the end of the day, when the items may be collected by the student and/or parent.

This policy applies to all school activities, including camps and excursions.

Date Reviewed: (School Council Endorsement)	Not applicable
Date of Last Review	July 2019
Next Review Due Date	July 2022
Responsible for Review	Assistant Principal
Frequency of Review	3 year review cycle
References	Victorian Government Schools Policy Advisory Guide