



Personal Property Policy

Date Implemented	6 th September 2023
Author	Estelle Alder
Approved By	Estelle Alder
Approval Authority – School Council President	(not required)
Responsible for Review	Estelle Alder
Review Date	September 2026



EXPECT MORE – ACHIEVE MORE

Personal Property Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact Monbulk Primary School on 9756 6481.

PURPOSE

To explain Monbulk 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

Monbulk 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. Monbulk 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.

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

COMMUNICATION

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

- Available publicly on our school's website
- Discussed at annual staff briefings/meetings
- Reminders in our school newsletter
- Hard copy available from school administration upon request

RELATED POLICIES AND RESOURCES

Further information and resources can be found at the Department's Policy and Advisory Library (PAL):

[Claims for Property Damage and Medical Expenses](#)

REVIEW CYCLE AND EVALUATION

This policy was last updated on 6th September 2023 and is scheduled for review in September 2026.