

PERSONAL PROPERTY POLICY



POLICY PURPOSE

To explain to our school community the Department's and South Melbourne Primary School's policy and expectations in relation to personal property and to ensure that special or valuable items of personal property are not brought to school

POLICY STATEMENT

South Melbourne 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. South Melbourne 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. This includes items stored in the bike shed which is basically administered via the goodwill actions of the school community. The school only has basic security of the bike shed including coded locks which cannot be guaranteed due to its proximity.

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

Occasionally, students may bring items of value to school such as mobile telephones. In such cases, they will be required to drop such items off at the office so that it can be stored securely until the end of the day, when the items may be collected by the student and/or parent. (See Mobile Phone Policy). This mainly applies to mobile phones as the school does not have sufficient storage space for large or bulky items. Students are generally discouraged from bringing valuable items to school and the school is not responsible for damage or loss in any case even if the item is stored at the office.

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 Compass Parent Portal and School Website
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings
- Included in transition and enrolment packs
- Hard copy available from school administration upon request

RELATED POLICIES AND RESOURCES

- Claims for Property Damage and Medical Expenses
- SMPS Mobile Phone Policy