

# Personal Property Policy

North Melbourne Primary School

Issue Date: May 2024

Review Date: May 2028

# PERSONAL PROPERTY POLICY



## Help for non-English speakers

If you need help to understand the information in this policy, please contact North Melbourne Primary School office on 9329 6902.

## PURPOSE

To explain North Melbourne 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

North 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. North 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.

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

## COMMUNICATION

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

- Reminders in our school newsletter as required
- Available publicly on our school's website

## RELATED POLICIES AND RESOURCES

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

## REVIEW CYCLE

Policy last reviewed	24 <sup>th</sup> May 2024
Approved by	Principal
Next scheduled review date	May 2028