

Pakenham Hills PS Personal Property Policy

PURPOSE

To explain Pakenham Hills PS'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

Pakenham Hills PS 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. Pakenham Hills PS 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.

Pakenham Hills PS 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, this is done at their own risk. The school will not accept any responsibility for personal items that are lost, damaged or stolen.

COMMUNICATION

This Communication section is not mandatory and can be deleted. However, for consistency with your other policies you may wish to retain it and/or include it in a spreadsheet listing all your school's policies and outlining the communication method your school uses next to each policy. You can adapt our consolidated spreadsheet of all policies for this purpose – refer to [Communicating our Policies](#)

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 website (or insert other online parent/carer/student communication method)
- Stored on Google Drive for all staff to access.
- Discussed at annual staff briefings/meetings
- Hard copy available from school administration upon request

RELATED POLICIES AND RESOURCES

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

POLICY REVIEW AND APPROVAL

Pakenham Hills Primary School is committed to ensuring this policy is publicised and implemented, and will monitor and review its effectiveness.

This policy will be reviewed as part of the school's multi-year review cycle.

This policy does not require School Council Approval.

Dale Hendrick
Principal

Version	Date	Modification	Modified By
1	July 2022	Policy created in line with DET template	Dale Hendrick