

OAKLEIGH SOUTH PRIMARY SCHOOL

PERSONAL PROPERTY POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact the school on (03) 9570 1016.

PURPOSE

To explain Oakleigh South 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

Oakleigh South 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. Oakleigh South 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.

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

If staff are aware that students have brought items of value to school, they will be stored securely in the classroom 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 in an annual staff briefing/meeting
- Discussed at Parent Information sessions
- Made available in hard copy from school administration upon request

RELATED POLICIES AND RESOURCES

Department policies:

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

POLICY REVIEW AND APPROVAL

Policy last reviewed	October 2023
Approved by	Principal – Ron Cantlon
Next scheduled review date	October 2027