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|  | <h2 style="margin: 0;">Hughesdale Primary School</h2> |
| | <h3 style="margin: 0;">Personal Property Policy</h3> |
| Last Review Date: November 2021 | Due for Next Review: November 2025 |
| Included on Website: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Authorised (Principal): |

PURPOSE

To explain to our Hughesdale Primary School community our 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

Hughesdale Primary School understands that staff and students may sometimes like to bring items of personal property to school. The Victorian Department of Education and Training does not have insurance for personal property of staff, students or visitors. Hughesdale 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. Hughesdale 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:

- annual reminders through the school newsletter
- available publicly on our school's website
- made available upon request to the front office.

RELATED POLICIES AND RESOURCES

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

School policies:

- *Mobile Phone and Devices Policy*

POLICY REVIEW

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| Policy last reviewed | November 2021 |
| Next scheduled review date | November 2025 |
| Review cycle | This policy will be reviewed every 3 to 4 years. |