



Personal Property Policy



Help for non-English speakers

If you need help to understand the information in this policy, please contact the Watsonia Heights Primary School Office on (03) 9435 4617

PURPOSE

To explain Watsonia Heights Primary School 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

Watsonia Heights 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. Watsonia Heights 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.

Watsonia Heights Primary School 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, they will be stored securely by the classroom teacher until the end of the day, when the items may be collected by the student and/or parent. This excludes student iPads that will be used for classroom learning. The storage of these devices will be within locked cabinets within the classroom.

COMMUNICATION AND EVALUATION

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

- Annual reminders in our school newsletter
- Discussed at annual staff briefings/meetings
- Discussed at parent information nights/sessions
- 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](#)

REVIEW CYCLE AND EVALUATION

Policy last reviewed	5/10/2025
Approved by	Principal – Tony Ryan
Next scheduled review date	October 2029