



Personal Property-2018

PURPOSE

To explain Watsonia Heights 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

This policy outlines the practices that Watsonia Heights Primary School has in place for the collection, use and storage of personal property. 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.

REVIEW CYCLE AND EVALUATION

This policy was last updated on October 2018 and is scheduled for review in October 2022.