

PERSONAL PROPERTY POLICY



PURPOSE

To explain Romsey 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

Romsey 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. Romsey 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.

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

Students have the opportunity to hand in their items to the office at the beginning of the school day. It will be secured and returned at the end of the school day when the student

If students bring items of value to school, they may be confiscated and stored securely at the School Office until the end of the day, when the items may be collected by the student and/or parent.

When this occurs the school will contact the students' parents to explain the Personal Property Policy.

REVIEW CYCLE

Policy last reviewed	January 2025
Approved by	Melanie Stewart School Principal
Next scheduled review date	January 2029