



HARVEST HOME
PRIMARY SCHOOL

Personal Property

Policy

Personal Property Policy



Help for Non-English speakers

If you need help to understand the information in this policy please contact Harvest Home Primary School on 8468 9000 or email: harvest.home@education.vic.gov.au

PURPOSE

To explain Harvest Home 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

Harvest Home 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. Harvest Home 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.

Harvest Home 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 confiscated and stored securely in Staff Office or School Office until the end of the day, when the items may be collected by the student and/or parent.

FURTHER INFORMATION AND RESOURCES

- the Department's Policy and Advisory Library (PAL):
 - [Claims for Property Damage and Medical Expenses](#)

COMMUNICATION

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

- Available publicly on our school's website
- Referenced in the staff induction process
- Discussed at staff briefings/meetings, as required
- Discussed at parent information nights/sessions, as required
- Included as annual reference in school newsletter, as required
- Made available in hard copy from a Principal class member, upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	August, 2023
Approved by	Andrew Bouzikas (Principal)
Next scheduled review date	August, 2026