



Help for non-English speakers

If you need help to understand this policy, please contact the Language Loop: Phone 03 9280 1955 for interpreters or call our school office on [\(03\) 5243 2521](tel:0352432521).

**PURPOSE**

To explain Montpellier Primary School’s policy in relation to personal property and to ensure that special or valuable items or personal property are not brought to school.

**AIM**

This policy applies to all school activities, including camps and excursions

**POLICY**

Montpellier 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. Montpellier Primary School does not take responsibility for items or 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.

**LOST, STOLEN OR DAMAGE TO STUDENTS’ PERSONAL ITEMS/PROPERTY**

The school will remind students/parents/carers annually that we discourage any personal property to be brought to school, and that any personal item/property that is brought to school by a student is the responsibility of the student and is not the responsibility of the school, and is not covered by school insurance.

Neither the Department nor the school is responsible if any student’s personal item/property is lost, stolen or damaged. Claims for the reimbursement of the cost of a personal item/property brought to school will not be paid by the school and are not covered by school insurance.

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

If students bring items of value to school, they will be confiscated and stored securely in the teacher’s office until the end of the day, when the item may be collected by the student and/or parent.

**POLICY REVIEW AND APPROVAL**

Policy last reviewed	2024
Approved by	Principal and School Council
Communication and feedback	This policy is always accessible on the school website and feedback from the community can be directed to the school at any time for the School Council to consider.

Next scheduled review date	2028 (3-4 Year Cycle)
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*If changes from the Department of Education occur or if there is feedback from the community, this policy will be reviewed.*