



MONTPELLIER PRIMARY SCHOOL PERSONAL PROPERTY POLICY



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.

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.

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.

REVIEW CYCLE

This policy was last updated on 31/8/19

POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2019
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	2023 (3-4 Year Cycle)

If changes from the Department of Education occur or if there is feedback from the community this policy will be reviewed.



