

Park Ridge Primary School Personal Property Policy May 2025

Purpose

To explain Park Ridge 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.

Implementation

- Park Ridge Primary School understands that staff and/or students may sometimes like to bring items of personal property to school.
- The Department of Education and Park Ridge Primary School do not have insurance for personal property of staff, students and visitors.
- Park Ridge 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.
- Park Ridge 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 at the School Office until the end of the day, when the items can be collected by the student or parent/carer, at the discretion of the Principal.

Communication

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

- Annual reminders in our school newsletter.
- Available publicly on our school's website.
- Discussed at staff briefings and meetings.

Evaluation

This policy will be reviewed as part of the school's three-yearly policy review process.

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| Policy: | Personal Property Policy | | |
| Date Approved: | May, 2025 | Person Responsible: | Education Committee / Principal |
| Date for Review: | May, 2028 | Date Updated on Policy Index: | May, 2025 |