



Personal Property Policy

Purpose:

To explain John Henry 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:

John Henry 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. John Henry 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.

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

Communication:

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

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

Policy Review and Approval:

Policy last reviewed -	21 st February, 2022
Approved by -	Principal & School Council
Next scheduled review date -	21 st February, 2026

