

PERSONAL PROPERTY POLICY

PURPOSE

To explain Hampton 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

Hampton 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. Hampton 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.

Hampton Primary School encourages staff and students not to bring items of value to school, or to obtain appropriate insurance for such items. If they do, it is at their own risk. They may ask for items to be stored by a staff member.

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
- Included in the Parent Handbook
- Hard copy available from school administration upon request

POLICY REVIEW & APPROVAL

Policy last reviewed	August 2023
Approved by	School Council
Next scheduled review date	Review every 3 - 4 years

