

PERSONAL PROPERTY POLICY



Help for non-English speakers:

The Department covers the costs of a range of interpreting and translation services to support schools to communicate key information to parents with limited or no English language skills about their child's education. Schools must follow the Department's policy and guidance on using these services: [Interpreting and Translation Services](#). Translation of school policies are not covered by the Department funded service because they fall outside of the categories of work which are supported, as set out in the guidance chapter [Translation assignments](#). However, schools can consider the Department funded service for support in interpreting the information in this policy in a meeting or telephone call between the parent/carer and school.

If you need help to understand the information in this policy please contact the office at Knox Park Primary School.

PURPOSE

To explain Knox Park 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

Knox Park 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. Knox Park 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.

Knox Park 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 can be stored securely at the School Office until the end of the day, when the items may be collected by the student and/or parent.

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 (or insert other online parent/carer/student communication method)

- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

RELATED POLICIES AND RESOURCES

- the Department’s Policy and Advisory Library (PAL):
 - [Claims for Property Damage and Medical Expenses](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	5/06/2023
Approved by	Principal
Next scheduled review date	5/06/2026