



Personal Property Policy

PURPOSE

To explain Laurimar 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

Laurimar 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. Laurimar 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. Any ICT items eg. iPad repair or replacement may be negotiated depending on the circumstances. Any items left at school are left at the owner's responsibility, including bikes left on the school's grounds.

Laurimar Primary School encourages staff, students and visitors not to bring items of value to school, Irrespective of the personal insurance in place for such items.

If students bring items of value to school, once the presence of the item is known to the school, they will be confiscated and or stored securely at the student's classroom or office (lockable cupboard) 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/carers/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

FURTHER INFORMATION AND RESOURCES

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

REVIEW CYCLE

This policy was last updated in December 2023 and is scheduled for review in August 2027. This policy will be reviewed as part of the school's four year review cycle.