



Personal Property Policy

PURPOSE

To explain Cheltenham East 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

Cheltenham East Primary School understands that staff and/or students may sometimes like to bring items of personal property to school.

The Department of Education does not have insurance for personal property of staff, students and visitors. Cheltenham East 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.

Cheltenham East 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:

- Annual reminders in our school newsletter
- Available publicly on school website
- Included in staff induction processes
- Included in our staff handbook/manual
- Hard copy available from school administration upon request

RELATED POLICIES AND RESOURCES

The Department's Policy and Advisory Library (PAL):

- the Department's Policy and Advisory Library (PAL):

[Claims for Property Damage and Medical Expenses](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	19 August 2024
Approved by	Principal
Next scheduled review date	August 2028