



COBURG WEST PRIMARY SCHOOL Personal Property Policy

Last Reviewed: November 2023

Review: November 2027



Help for non-English speakers

If you need help to understand the information in this policy please contact Coburg West PS on (03) 9386 1286 or coburg.west.ps@education.vic.gov.au

PURPOSE

To explain Coburg West Primary School 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

Coburg West 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. Coburg West 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.

Coburg West 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, the school does take responsibility for any lost or damaged items. Upon request from parents/carers some items can be stored at the School Office until the end of the day, when the items may be collected by the student and/or parent.

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	November 2023
Approved by	Principal
Next scheduled review date	November 2024