



Bentleigh West Primary School

PERSONAL PROPERTY POLICY

Purpose

To explain Bentleigh West 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

Bentleigh West Primary School strongly encourages staff and students not to bring items of value to school, or to obtain appropriate insurance for such items.

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

If students bring items of value to school, they will be confiscated and stored securely in the Business Manager's office until the end of the day, when the items may be collected by the student and/or parent.

Review Cycle

This policy was last updated in December 2018 and is scheduled for review in December 2022.