**PERSONAL PROPERTY POLICY**

# PURPOSE

To explain Clyde Secondary College’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

Clyde Secondary College 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. Clyde Secondary College does not take responsibility for items of personal property that are lost, stolen or damaged at school or during school activities, events, excursions and camps. Damage to personal property brought to school is the responsibility of the owner of that property.

Clyde Secondary College 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 the college, they should be stored securely within their student locker. If this item is confiscated it will 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:

· Available publicly on our school’s website

· 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): o Claims for Property Damage and Medical Expenses

# POLICY REVIEW AND APPROVAL

Policy last reviewed 3/05/2022

Approved by Kondilo Prades (Principal)

Next scheduled review date 2026

Help for non-English speakers

If you need help to understand the information in this policy please contact the college on (03) 8560 0600.

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| Policy last reviewed  |  March 2024 |
| Approved by  |  Principal  |
| Next scheduled review date  |  March 2028 |