



Williamstown Primary School

Personal Property Policy

1. PURPOSE

To explain Williamstown 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.

2. SCOPE

This policy applies to all school activities, including camps and excursions.

3. POLICY

- Williamstown 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. Williamstown 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.
- Williamstown 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, they may be confiscated and stored securely at the School Office until the end of the day, when the items may be collected by the student and/or parent.

4. REVIEW AND POLICY HISTORY

This policy is due for formal review in April 2025 although it may be changed at any time as required after approval by School Council and the Principal or if guidelines change.

Policy History

Version Approval Date	Summary of changes	VRQA Requirement	DET Mandated Policy	School Council Input
April 2021	New	No	Yes	Not required