



Personal Property Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact the school office on 9874 2511 or email vermont.ps@education.vic.gov.au

PURPOSE

To explain Vermont Primary School and Kindergarten'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

Vermont Primary School and Kindergarten 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. Vermont Primary School and Kindergarten 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.

Vermont Primary School and Kindergarten 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 and a staff member becomes aware of this, they will be confiscated and stored securely in the class teachers locked desk or at the Main 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:

- Annual reminders in our school newsletter
- 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):
 - [Claims for Property Damage and Medical Expenses](#)

RELATED POLICIES AND RESOURCES

Policy last reviewed	August 2022
Approved by	Principal
Next Scheduled review date	August 2026