

PERSONAL PROPERTY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office on ripponlea.ps@education.vic.gov.au or 9527 5728.

PURPOSE

To explain Ripponlea Primary School's (RPS) 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

RPS 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. RPS 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.

RPS 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 will be encouraged to take the items to the School Office to be stored securely until the end of the day, when the items may be collected by the student or their parent/carer. Again, the Department of Education and Training does not have insurance for personal property and RPS or its staff can not be held liable for any lost items.

RPS discourages students to bring personal items such as toys, trading cards or sporting equipment to school unless they are requested as part of the curriculum and/or required as part of a special activity, sports day or event. Students who do bring items of this nature to school, do so at their own risk.

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	29 November 2022
Approved by	Principal
Next scheduled review date	November 2026