



Cranbourne East Primary School

PERSONAL PROPERTY POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact the school.

PURPOSE

To explain Cranbourne East 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

Cranbourne East Primary School understands that staff and/or students may sometimes like to bring items of personal property to school.

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

Cranbourne East Primary School encourages staff and students not to bring items of value to school, or to obtain appropriate insurance for such items. If student's bring items of value to school, they will be confiscated and stored securely at the school office until the end of the day, when items may be collected by the student and/or parent.

It is expected that some students may bring items of value to school, such as mobile devices and bikes/scooters. These items will be managed in the following way:

- All students are expected to hand in mobile devices to be stored securely at the office for the duration of the school day (see Cranbourne East Primary School Personal Mobile Devices Policy).
- Students riding bikes/scooters to school are expected to secure these in the Bike Shed which will be locked between the hours of 9am-3pm. Additionally, students are recommended to use a personal lock to ensure the security of their property. It is the responsibility of students and/or parents to ensure all bikes/scooters are collected at the end of each day as security cannot be ensured overnight. eScooters are not permitted to be ridden to or from school.



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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
- Discussed at annual staff briefings/meetings
- 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](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	21 st July 2023
Approved by	Principal
Next due for review	July 2027