

POLICY: SCS46: Personal property policy	Issued: June 2019
REVIEW: June 2022	Approved: Sue Holmes (Principal)

## PERSONAL PROPERTY POLICY

### PURPOSE

To explain Sherbrooke Community 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

Sherbrooke Community 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. Sherbrooke Community 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.

Sherbrooke Community 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 can be confiscated at the discretion of school staff 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.

### REVIEW CYCLE

This policy was last updated in June 2019 and is scheduled for review in June 2022.

### Evaluation:

The policy will be reviewed on an annual basis and endorsed by School Council.

### EVALUATION:

This policy was last ratified by School Council in ..... and should be reviewed by

.....

Signed:

..... School Council President

..... Principal

