

	<p style="text-align: center;"><b>FRANKSTON PRIMARY SCHOOL</b></p> <p style="text-align: center;"><b>Personal Property Policy</b></p>	<p style="text-align: center;"><b>Reviewed</b> 2025</p> <p style="text-align: center;"><b>Next Review:</b> 2028</p>
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#### **Help for non-English speakers**

If you need help to understand the information in this policy please contact the school office on 9783 3769.

### **Purpose**

To explain Frankston 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**

Frankston 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. Frankston Primary School's 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 or used during school activities is the responsibility of the owner of that property.

Frankston Primary School encourages staff and students not to bring items of value to school, or otherwise to obtain appropriate insurance for such items.

If students bring items of value to school, they may be asked to store these items securely in the school 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
- 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](#)

<b>REVIEWED</b>	2025
<b>APPROVED BY</b>	Renée Kennedy
<b>EVALUATION</b>	This policy will be reviewed as part of the school's review cycle, or as required due to changes in relevant Acts, Laws, DE mandates, or should situations arise that require earlier consideration.