



## PERSONAL PROPERTY POLICY

### PURPOSE

To explain Pascoe Vale North 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. Also, to minimise property losses and to return misplaced items to their rightful owners as efficiently as possible. It is inevitable that items will be misplaced by students and visitors at school. We try to provide an efficient and effective lost property service for all.

### SCOPE

This policy applies to all school activities, including camps and excursions.

### POLICY

Pascoe Vale North Primary 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. Pascoe Vale North 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.

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

### **IMPLEMENTATION:**

- If students bring items of value to school, they will be confiscated 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.
- The lost property box will be located in the administration block.
- Parents and students will be regularly encouraged to name and label all personal items including clothing, books and stationery.
- Misplaced or lost items are to be brought to the lost property box as soon as possible.
- Misplaced items that are inappropriate to be returned to students will be delivered to the principal.
- A designated staff member will manage the lost property.
- Parents or students seeking lost items should look through the lost property box before school, after school and during recess and lunch break times to search for and claim items.
- Unclaimed and unnamed items will be displayed in a prominent place at the end of each term for collection.
- Unnamed uniform items (with the school logo) that are still unclaimed will be washed and placed in the office cupboard as spare clothing, (if suitable) and any surplus stock will be passed on to the second-hand uniform shop and sold.
- Unnamed and unclaimed uniform items in good condition may also be used to assist families.
- Other unclaimed items will be disposed of or if suitable sent to a charity
- All proceeds from the second-hand uniform sales will go to Fundraising

### REVIEW CYCLE

This policy was last updated in May 2021 and is scheduled for review in May 2024