



## PERSONAL PROPERTY POLICY



### Help for non-English speakers

If you need help to understand the information in this policy, please contact Moonee Ponds Primary School on 9375 2511.

### PURPOSE

To explain Moonee Ponds 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

Moonee Ponds 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. Moonee Ponds 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.

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

### 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](#)

MPPS Mobile Phone Policy: <http://www.mpp.vic.edu.au/school-council/school-policies/>

### EVALUATION:

This Policy will be evaluated on a 4-year review cycle.

**Key Person responsible for development of the Policy:** Principal

This policy was last ratified by School Council in....	August 2021	
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