



PERSONAL PROPERTY POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact South Oakleigh College on 9579 2322.

PURPOSE

To explain South Oakleigh College'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

South Oakleigh College 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. South Oakleigh College 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.

South Oakleigh College 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 are personally responsible for the safety and security of that item. If the item is unable to be secured safely in the student's locker, then they may request that the item be stored in the Student Service's 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](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	July 2021
Approved by	Principal
Next scheduled review date	July 2025