



[Help for non-English speakers](#)

[If you need help to understand the information in this policy please contact the school office.](#)

Purpose

To explain Coatesville 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

- Coatesville 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. Coatesville 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.
- Coatesville Primary School encourages staff and students not to bring items of value to school, or to obtain appropriate insurance for such items.
- If staff bring items of significant value, they are encouraged to lock these away in either their lockable cabinet or their office.
- If students bring items of significant value to school, they will be confiscated and stored at the office until the end of the day, when the items may be collected by the student and/or parent/carer.

Communication

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes and staff training
- 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](#)

Personal Property Policy

Ratified by School Council on 29/10/24

Policy Review and Approval

Policy last reviewed	August 2024
Approved by	Principal
Next scheduled review date	2027 (noting that the recommended minimum review cycle for this policy is 3 to 4 years)