



No. 5218

# Sunbury & Macedon Ranges Specialist School

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## PERSONAL PROPERTY POLICY

### PURPOSE

To explain Sunbury and Macedon Ranges Specialist 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

- Sunbury and Macedon Ranges Specialist 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. Sunbury and Macedon Ranges Specialist 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.
- Sunbury and Macedon Ranges Specialist School 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 will be stored securely at the School Office until the end of the day, when the items may be collected by the student.

### EVALUATION

- This policy will be reviewed as part of the school's four-year review cycle.

This policy was last updated on 14<sup>th</sup> August 2019 and is scheduled for review in August 2023

