

“We flourish as engaged bilingual global citizens who can face challenges as critical, creative thinkers. Our exemplary holistic education promotes a lifelong love of learning.”

## PERSONAL PROPERTY POLICY

### HELP FOR NON-ENGLISH SPEAKERS



If you need help to understand the information in this policy please contact the school office on 9882 4663.

### PURPOSE

To explain Camberwell 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

Camberwell 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. Camberwell 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.

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

### COMMUNICATION

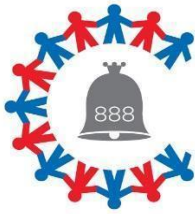
This policy will be communicated to our school community in the following ways:

- Annual reminders in our school newsletter
- Available publicly on our school’s website
- Included in staff handbook/manual
- Included in parent handbook/manual
- Hard copy available from school administration upon request

### FURTHER INFORMATION AND RESOURCES:

- The Department’s Policy and Advisory Library (PAL):

School Name: Camberwell Primary School Camberwell Road campus and Reserve Road campus		Policy name Personal Property Policy		Policy Ref. Number	
Approved by: Principal	Date: March 2023	Next: 2027		Version 1.0	



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○ [Claims for Property Damage and Medical Expenses](#)

**REVIEW PERIOD**

Policy last reviewed	March 2023
Approved by	Principal
Next scheduled review date	2027

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