



**1. Purpose:**

- 1.1. To explain McKinnon Primary School's policy in relation to personal property and to ensure that special and valuable items of personal property are not brought to school.
- 1.2. To foster the acceptance of responsibility in all students.
- 1.3. To ensure care and concern for belongings.
- 1.4. Encouraging respect for individual property and the property of others.

**2. Scope:**

- 2.1. This policy applies to all school activities, including camps and excursions.

**3. Policy:**

- 3.1. McKinnon Primary School understand that staff and/or students may sometimes like to bring items of personal property to school.
- 3.2. The Department of Education and Training does not have insurance for personal property of staff, students and visitors.
- 3.3. McKinnon Primary School does not take responsibility for items of personal property that are lost, stolen or damaged at school or during school activities.
- 3.4. Damage to personal property brought to school is the responsibility of the owner of that property.
- 3.5. McKinnon Primary School encourages staff and students not to bring items of value of school or to obtain appropriate insurance for such items.
- 3.6. If students bring items of value to school, they will be confiscated and stored securely at the school office until the end of the day, when the items may be collected by the student or parent.
- 3.7. All teachers will provide ongoing guidance with regard to students taking responsibility for their clothing and belongings.
- 3.8. Parents will be encouraged to work with their children to assume responsibility for their personal property.
- 3.9. Students will develop positive social behaviours through taking responsibility for their clothing/belongings.
- 3.10. The school will expect that all clothing is clearly named.
- 3.11. Any lost property will be kept in a secure place until the end of each month.
- 3.12. The school will implement a process to encourage responsibility of clothing and property and for property lost. This will include:
  - 3.12.1. The school implementing and maintaining the following procedures:
    - 3.12.1.1. Students will be reminded of the expectation that whatever is taken or worn out will come back at the beginning of class time.
    - 3.12.1.2. Any lost property will be housed in one location and if unclaimed, will be donated to the second-hand uniform shop.
  - 3.12.2. The school providing the following support structures:
    - 3.12.2.1. Monitoring of clothing/belongings taken out at recess and lunch
    - 3.12.2.2. Ongoing communication with the school community
    - 3.12.2.3. Encourage responsibility through the Primary Years Programme



# McKinnon Primary School

## Care of Personal Property

3.12.3. The parents will support the program through:

- 3.12.3.1. Ensuring that all clothing is named
- 3.12.3.2. Reminding their child to look after their belongings
- 3.12.3.3. Reminding their child to look for any lost property
- 3.12.3.4. Discussing the importance of taking responsibility for their belongings

#### 4. Communication:

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

- 4.1.1 Annual reminders in our school newsletter
- 4.1.2 Available publicly on our school's website
- 4.1.3 Available on our Compass Portal
- 4.1.4 Hard copy available from school administration upon request

#### 5. Related Policies and Resources:

- 5.1. the Department's Policy and Advisory Library (PAL): [Claims for Property Damage and Medical Expenses](#)

#### 6. Evaluation and Review

The section states the time period that School Council will conduct a review of the Policy; either annually or every 3 years as determined by School Council or DET guidelines.

All policies will be available to the community via the Compass portal.

#### 7. Revision and approval history

The section records the history and review of each policy

Date	Reviewed by	Description of outcome	Council Approval date
May 2018	Education	Approved	May 2018
May 2018	School Council	Approved	May 2018
3 <sup>rd</sup> May 2022	Education	Approved	23 <sup>rd</sup> May 2022
23 <sup>rd</sup> May 2022	School Council	Approved	23 <sup>rd</sup> May 2022