



# Southern Cross Primary School

## Personal Property Policy

**Reviewed**  
**February 2025**

**Due for Review**  
**February 2028**

**Approved By**  
**School Council**



### **Help for non-English speakers**

If you need help to understand the information in this policy, please contact the Main Office on 900 4488.

### **PURPOSE**

To explain Southern Cross Primary School 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**

Southern Cross 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. Southern Cross 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.

Southern Cross Primary 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 confiscated and stored securely at the Main Office or in a locked draw in their classroom. Parents will be contacted and informed, with a decision made on how the item will be returned home at the end of the day.

## 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
- Discussed at annual staff briefings/meetings
- Discussed at parent information nights/sessions
- 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	Tuesday 11 <sup>th</sup> February 2025
Approved by	Principal
Next scheduled review date	February 2028