

Pembroke Primary School
Pembroke Road Mooroolbark 3138
PO Box 62 Mooroolbark
Telephone 9725 6689
Email: pembroke.ps@edumail.vic.gov.au



PEMBROKE PRIMARY SCHOOL

Personal Property Policy

2020

AIM

To explain Pembroke 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.

Date ratified by Education Committee: 16th November 2020
Review Date: November 2021

SCOPE

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

POLICY

Pembroke 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. Pembroke 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.

Pembroke 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, we do ask they leave it at the office and stored securely until the end of the day, when the items may be collected by the student and/or parent.