



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office on 9481 5577.

Purpose

To explain Westgarth 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

Westgarth 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. Westgarth 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.

Westgarth 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 either the School Office or classroom until the end of the day, when the items may be collected by the student and/or parent.

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
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

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Review Cycle

This policy was last updated in July 2025 and is scheduled for review in July 2029.

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