



Thomastown West Personal Property Policy 2024 - 2028

Thomastown West Primary School motto is **Together Working on Pathways to Success**. At Thomastown West Primary School, we want every child to achieve their full potential and we know that parents share this goal. Thomastown West Primary School is committed to providing a safe, secure and stimulating learning environment for all students. We understand that students reach their full potential only when they are happy, healthy and safe, and that a positive school culture helps to engage students and support them in their learning.



Help for non-English speakers

If you need help to understand the information in this policy please contact Thomastown West Primary School Office 9465 4317 or thomastown.west.ps@education.vic.gov.au

PURPOSE

To explain Thomastown West'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.

DEFINITION

Personal property or items of value may include but are not limited to

- *Laptop computers*
- *Smart watches (see Mobile Phones Policy)*
- *Jewellery*
- *Mobile Phones (see Mobile Phones Policy)*
- *Wallets with money*
- *Student (personal) toys*
- *Items of sentimental value*

POLICY

Thomastown West 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. Thomastown West 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.

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



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If students bring items of value to school, they will be collected by a staff member and stored securely at the School Office until the end of the day, when the items may be collected by the student and/or parent. Student mobile phones are to be handed in at the School Office by students on arrival. They will be stored securely in the Front Office until the end of day bell.

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

This policy will be reviewed as part of the Thomastown West Primary School four year policy review cycle.

Date Implemented	2016; 2020; 2024
Author	Principal Assistant Principal TWPS Leadership Team
Approved By	School Council
Date Reviewed	October 2016; October 2020; 19 th November 2024
Responsible for Review	Assistant Principal
Review Date	30/09/2028
References	Victorian Government Schools Policy Advisory Guide