KINDNESS RESILIENCE
RESPECT

Fitzroy North Primary School

Personal Property Policy

Help for non-English speakers

If you need help to understand the information in this policy, please contact Fitzroy North Primary School on 03 9481 5860 or fitzroy.north.ps@education.vic.gov.au.

PURPOSE

To explain Fitzroy North 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

Fitzroy North 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. Fitzroy North 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.

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

This Policy includes students bringing a connect device - Please see the Connect handbook for more information - Connect Program

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
- Included in transition and enrolment packs
- Hard copy available from the school administration upon request

RELATED POLICIES AND RESOURCES

- The Department's Policy and Advisory Library (PAL):
  - Claims for Property Damage and Medical Expense

COMMUNITY FEEDBACK

We recognise that our school's practices must be regularly reviewed and updated in partnership with our families and local communities. We encourage you to contact the school principal with any feedback, concerns or suggestions.

REVIEW AND APPROVAL

Plan last reviewed	October 2025
Consultation	14/10/25– By the Policy Committee
Approved by	Principal
Next scheduled review date	2027