



## PERSONAL PROPERTY POLICY

### PURPOSE

To explain Mentone Girls' Secondary College 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

Mentone Girls' Secondary College 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. Mentone Girls' Secondary College 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.

Mentone Girls' Secondary College 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 should take them to their Sub-school or relevant Assistant Principal and stored securely at until the end of the day, when the items may be collected by the student and/or parent.

### COMMUNICATION

This policy will be communicated to our school community on the school website.

### 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	2022
Approved by	Principal
Next scheduled review date	2026