Yinnar Primary School
PERSONAL PROPERTY POLICY

Help for non-English speakers

If you need help to understand the information in this policy, please contact our office on 51 631 362 or email yinnar.ps@education.vic.gov.au

PURPOSE

To explain Yinnar 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

Yinnar 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. Yinnar 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.

Yinnar 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 are required to hand the item into the School Office for secure storage 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 in the following ways:

- annual reminders in our school newsletter
- available publicly on our school's website (or insert other online parent/carer/student communication method)
- included in staff handbook/manual
- discussed at annual staff briefings/meetings
- included in transition and enrolment packs
- discussed at parent information nights/sessions
- hard copy available from school administration upon request

Further Information and Resources

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

To view these and other policies please go to: Yinnar Primary School/Our School/Policies

POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2026
Approved by	Principal
Next scheduled review date	June 2029