



Personal Property Policy



Help for non-English speakers.

If you need help to understand the information in this policy, please contact Maryborough Education Centre (MEC) on 5461 7900.

PURPOSE

To explain Maryborough Education Centre's policy in relation to personal property and our process to be followed when valuable items of personal property are brought to school.

SCOPE

This policy applies to all school activities, including camps and excursions.

POLICY

MEC understands that staff and/or students may sometimes like to bring items of personal property to school.

The Department of Education (DE) does not have insurance for personal property of staff, students, and visitors. MEC 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.

MEC encourages staff and students not to bring items of value to school and suggest that they obtain appropriate insurance for such items.

If students bring items of value to school, they will be confiscated and stored securely at the front office until the end of the day, when the items may be collected by the student and/or parent. Please also refer to the [Mobile Phone and Personal Electronic Devices - Student Use Policy](#) for information on the storage of MP-PED.

COMMUNICATON

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.
- Listed in transition and enrolment pack information.
- 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

Policy last reviewed	November 2024
Consultation	Education Policy November 2024
Approved by	School Council Tuesday 26 th November 2024
Next scheduled review date	This policy is scheduled for review as part of the school's 3-year review cycle.

Signed:



Anita Ford
School Council President

Date 27.11.2024