

PERSONAL PROPERTY POLICY - 2018 - 2022



CONTENTS

PURPOSE	3
SCOPE	4
POLICY	4
LOST PROPERTY	4
REVIEW CYCLE	4

PURPOSE

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

Brighton Secondary College understands that staff and/or students may sometimes 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. Brighton 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.

Brighton Secondary College encourages staff and students not to bring items of value to school, or to obtain appropriate insurance for such items.

Instruments can be dropped off to the Music Office before school starts on the morning of a music lesson where they will be transferred to the music storeroom for use in school time for lessons etc. Students can get their instrument from the storeroom after school to take home.

LOST PROPERTY

The College relocates any lost property found in the college to Room S5. The items that will be stored in this lost property room will only be uniform items and curriculum consumables (textbooks, pencil cases etc). Any netbooks or items of worth such as wallets, mobile phones etc should be passed in to the General Office where they will then be held securely by the Assistant Principal – College Operations. At the end of the school day, and upon successful identification of the item, it will be released back to the student.

REVIEW CYCLE

This policy was last updated on 26 February 2019 and is scheduled for review in February 2022

LAST UPDATED: FEBRUARY 2019

**LAST RATIFIED BY COLLEGE
COUNCIL: NA**

**DATE OF NEXT REVIEW: FEBRUARY
2022**



BRIGHTON
SECONDARY COLLEGE