



PERSONAL PROPERTY POLICY

Mitcham Primary School

PURPOSE

To explain Mitcham 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. In some cases, such as long journeys, students may be given permission by teaching staff to take portable electronic devices.

POLICY

Mitcham 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. Mitcham 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.

Mitcham 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 required to hand them in to their class teacher to be stored securely in the classroom or school office until the end of the day, when the items may be collected by the student and/or parent.

It is the responsibility of the students to hand in mobile phones to the office at the start of the day to be stored securely. These items can be picked up at the end of the day.

COMMUNICATION

These guidelines are communicated to staff and students during assembly, Information Evenings and before school events (such as camps or excursions) via email and Compass.

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	August 2025
Approved by	Principal
Next scheduled review date	August 2029