

# ELTHAM HIGH SCHOOL

## POLICY DOCUMENT

### Personal Property

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Help for nonEnglish speakers

If you need help to understand the information in this policy, please contact the school office at 03 9430 5111.

#### PURPOSE

To explain Eltham High 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 STATEMENT

Eltham High 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. Eltham High 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.

Eltham High School encourages staff and students not to bring items of value to school, or to obtain appropriate insurance for such items.

#### GUIDELINES FOR IMPLEMENTING THE POLICY

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)

#### RELATED POLICIES

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Date Endorsed March 2023

Executive Officer  
Eltham High School Council

CONSULTATION PROCESS AND WORKING INFORMATION:

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|----------------------|----------------|
| Policy last reviewed | March 2023     |
| Approved by          | Vincent Sicari |

**PROCESS FOR POLICY DEVELOPMENT AND REVIEW**

The Policy is developed or reviewed by the Policy Writer or Policy Writing Team using the agreed "Policy Template"

The policy is presented to the Planning and Policy Review Team

Relevant groups are consulted in relation to the policy by the Policy Writer / Policy Writing Team

Feedback is addresses by the Policy Writer /Policy Writing Team

The policy is re-presented to the Planning and Policy Review Team

The policy is presented to the

Further Clarification

Additional Feedback

Re-presented