



## POLICY

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### Personal Property

#### Purpose

To explain Lyndale Secondary College'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

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

The Department of Education does not have insurance for personal property of staff, students and visitors. Lyndale 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.

Lyndale Secondary College 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 confiscated and stored securely at the general office 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 and Compass Portal
- 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

#### RELATED POLICIES and resources

- the Department's Policy and Advisory Library (PAL):
  - [Claims for Property Damage and Medical Expenses](#)

**Endorsed Date: 5<sup>th</sup> May 2023**

**Date of next review: May 2026**