

<b>Policy Title</b>	Personal Property Policy		
<b>Date approved</b>	28/11/2025		28/11/2029
<b>Revision No:</b>		<b>Revision Date:</b>	



### Help for non-English speakers

If you need help to understand the information in this policy please contact the General Office on 9466 0900.

## PURPOSE

To explain Reservoir 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

Reservoir High School 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. Reservoir 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.

Reservoir High 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 may be confiscated and stored securely at the relevant Sub School Office or 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
- Included in staff handbook/manual
- 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](#)

## REVIEW CYCLE

To be reviewed as part of the school's four year review process.

Principal Signature:

A handwritten signature in black ink, appearing to be 'M. Smith', written over a horizontal line.

Date: 28<sup>th</sup> November 2025