

PERSONAL PROPERTY POLICY

PURPOSE:

To explain Melbourne Girls' 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:

Melbourne Girls' College 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. Melbourne Girls' 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.

Melbourne Girls' 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 in the safe at the Administration Office until the end of the day, when the items may be collected by the student and/or parent.

Students are responsible for locking their locker correctly, using a school approved lock and not telling others the code. Students must contact their Year Level Leader immediately if their lock does not work.

COMMUNICATION:

This policy will be communicated to our school community in the following ways:

- Annual reminders on Compass
- Available publicly on our school's website
- For staff – MGC Intranet > Curriculum > School Documentation > Policies
- Discussed at annual staff briefings/meetings as required
- Discussed at parent information nights/sessions as required
- Hard copy available from school administration upon request



Help for non-English speakers:

If you need help to understand the information in this policy please contact: 9428-08955

RELATED POLICIES:

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

POLICY REVIEW AND APPROVAL

Policy last reviewed	July 2023
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Approved by	Principal
Next scheduled review date	3-4 Years July 2027