



WARRNAMBOOL WEST PRIMARY SCHOOL

SAILING TOWARDS SUCCESS

Contact us:
Hoddle Street Warrnambool
Victoria, 3280, Australia
Phone: 0355613161

PERSONAL PROPERTY POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact warrnambool.west.ps@education.vic.gov.au

PURPOSE

To explain Warrnambool West 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.

POLICY

Warrnambool West Primary 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. Warrnambool West 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.

Warrnambool West 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 confiscated and stored securely at the School 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:

- Available publicly on our school's website
- 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](#)
 - [Legal Claims, Subpoenas, Summonses and Other Legal Documents](#)
 - [Insurance for Schools](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	27 th October 2025
Approved by	Karen Holdsworth, Principal
Next scheduled review date	October 2029