



# Princes Hill Secondary College

## Personal Property Policy

### Purpose

To explain Princes Hill 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

Princes Hill 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. Princes Hill 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.

Princes Hill Secondary College encourages staff and students not to bring items of value to school, or to obtain appropriate insurance for such items.

### 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 (or insert other online parent/carer/student communication method)
- Included in staff handbook/manual
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions

## Related policies and resources

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

## POLICY REVIEW AND APPROVAL

Policy last reviewed	September 2025
Approved by	Principal
Next scheduled review date	September 2029