



# NEWHAM PRIMARY SCHOOL

## Personal Property Policy

### PURPOSE

To explain Newham 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

Newham Primary School 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. Newham Primary 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.

Newham Primary School encourages staff and students not to bring items of value to school, or to obtain appropriate insurance for such items.

Students who bring mobile phones or any other electronic devices not required for learning to school must hand them in to the school office at the beginning of the school day and collect from the office at the end of the day.

### RELATED POLICIES AND RESOURCES

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

### REVISION HISTORY

School council approval not required.

PERSONAL PROPERTY POLICY					
Version	Date Created	Date Ratified at School Council (if required)	Revisions Made	Leader of Policy	Next Policy Review
1	April 2019	May 2019	Developed in line with DET guidelines	Stuart Telford	May 2023
2	June 2023	June 2023	Updated to include DE PAL link in line with the DE guidelines.	Simone Wood	June 2027