

**Help for non-English speakers**

If you need help to understand the information in this policy please contact the Campus Principal

**Purpose**

To explain Oakwood 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**

Oakwood 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. Oakwood 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.

Oakwood School 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:

- Included in staff handbook
- Discussed at staff briefings/meetings
- Included in enrolment packs
- Discussed at parent information nights/sessions
- 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](#)

**Policy review and approval**

Policy last reviewed	June 2023
Approved by	Paul Newson, Principal
Next scheduled review date	June 2027