



## Kurunjang Secondary College Personal Property Policy



### Help for non-English speakers

If you need help to understand the information in this policy, please contact Ms. Sahra Potts, the EAL Coordinator or a member of the Principal Team.

### Purpose

The purpose of this policy is to outline Kurunjang Secondary College's position on personal property and to discourage students, staff, and visitors from bringing special or valuable items to school.

### Scope

This policy applies to all school activities, including those conducted on and off site such as camps, excursions, and other events.

### Policy

Kurunjang Secondary College recognises that students, staff and visitors may sometimes bring personal property to school. However:

- - The Department of Education **does not** provide insurance for personal items brought to school.
  - Kurunjang Secondary College is not liable for any personal property that is lost, stolen or damaged at school or during any school-related activity.
  - Responsibility for the care and security of personal items rests solely with the individual who owns the property.
- To help protect against loss or damage:
  - Students and staff are **strongly discouraged** from bringing items of value to school.
  - Where bringing such items is unavoidable, it is recommended that **appropriate personal insurance** be arranged.

If students bring valuable or unnecessary items to school, the school may remove these items and store them securely at the General Office until the end of the school day. Items will be returned directly to the student, or to a parent/carer where deemed this the preferred and appropriate option.

## Communication

This policy will be communicated to the school community through:

- Inclusion in the school newsletter (annually)
- Upload to the Kurunjang Secondary College website
- Staff induction and handbook
- Inclusion in enrolment and transition materials
- Parent information sessions
- Hard copies available from the school administration upon request

## Related Policies and Resources

- Claims for Property Damage and Medical Expenses – Department of Education:

[Claims for Property Damage and Medical Expenses](#)

## Policy Review and Approval

Policy last reviewed	2025 school year
Approved by	Principal
Next scheduled review date	2027 school year unless required earlier.