



WESTERN ENGLISH LANGUAGE SCHOOL PERSONAL PROPERTY POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school on 9311 9325

PURPOSE

To explain Western English Language 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, at all campuses, sites and outposts of Western English Language School.

POLICY

Western English Language School (WELS) 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. Western English Language 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.

Western English Language School encourages staff and students not to bring items of value to any of the WELS campuses, or to obtain appropriate insurance for such items.

If students bring items of value to school, such as mobiles, they will be stored securely in the Audio Visual room until the end of the School day.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website

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	15 June 2023
Approved by	Acting Principal
Next scheduled review date	June 2026

This policy has a mandatory review date of 3-4 years