



# Care of Personal Property Policy and Procedure

## Rationale

The purpose of the Care of Personal Property Policy at Hargy International School is to promote responsibility among students while encouraging care and consideration for both their own belongings and those of others. It aims to foster respect for personal property and develop honesty in students when handling, using, or finding items that belong to others.

## Guidelines

The following is the shared responsibilities of teachers, parents, and students in promoting the care and management of personal property within the school community:

- Teachers will provide ongoing guidance to help students take responsibility for their belongings
- Parents are encouraged to support their children in managing personal property
- Students are expected to demonstrate responsible behaviour toward their belongings
- All clothing and personal items must be clearly labelled
- Clear communication processes will be maintained to ensure the effectiveness of this policy
- Lost property will be stored securely and managed regularly

## Expectations for Valuables

The following outline expectations for students and parents regarding the bringing and management of valuable items at school:

- Students are discouraged from bringing expensive or unnecessary items to school
- Any item brought to school must serve an educational purpose
- Parents must notify the school if valuable items are brought
- Valuables must be stored securely when not in use

## Implementation

To ensure effective management of personal property, the school has established the following procedures:

- Designated staff members oversee the policy in both Primary and Secondary sections
- A class lock box is provided for the secure storage of valuable items during the school day
- Students are required to sign a register when depositing or retrieving valuables
- Students are reminded before recess and lunch to take responsibility for their belongings
- A central, secure lost property area is maintained
- Lost and found items are monitored and recorded
- Regular communication is maintained with parents and students regarding expectations

## **Roles and Responsibilities**

### **Parents**

- Label all personal items clearly
- Encourage children to care for their belongings
- Discourage bringing expensive items to school
- Support children in checking for lost items
- Reinforce honesty and responsibility

### **Students**

- Take responsibility for their belongings
- Store valuable items in the class lock box when required
- Sign the register when using the lock box
- Respect the property of others
- Return items that do not belong to them



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## Confiscation of Property

The school reserves the right to confiscate items that are inappropriate or interfere with the safety and functioning of the learning environment, in accordance with the following:

- Items that breach school rules may be confiscated by staff
- A record of all confiscated items will be maintained by the Administration Office
- Property may be confiscated if it:
  - Violates school rules or values
  - Disrupts the learning environment
  - Poses a safety risk
  - Is illegal
  - May cause damage

Such items are considered contraband. Repeated possession or use may result in further disciplinary action.

## Consequences

The following outlines the responsibilities and consequences related to lost, damaged, or stolen personal property within the school community:

- The school is not responsible for replacing lost or damaged items
- Parents are responsible for replacing items damaged by their child
- If students choose to disregard the security measures outlined in this policy and items are lost or stolen the school will not investigate and the student will be solely responsible.
- Theft of any items will result in:
  - Parent notification
  - Return of the item
  - Disciplinary action (warning, suspension, or expulsion depending on severity)

## Monitoring and Communication

- Students are expected to check lost property regularly
- The school will:
  - Monitor lost and found items
  - Track recurring issues
  - Provide reminders to students and parents
  - Reinforce expectations at the start of each school year

## Conclusion

This policy supports the development of responsible, respectful, and honest behaviour in students while ensuring a structured and consistent approach to managing personal property within the school.

## Document Control

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