



Care of School Property and Resources Policy and Procedure

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Purpose

This policy outlines expectations for the responsible use and care of school property and resources. It aims to promote respect, responsibility, honesty, and integrity while ensuring that all facilities and materials are maintained for the benefit of the entire school community.

Guiding Principles

- Respect for school property supports a safe and positive learning environment
- Responsibility for shared resources is expected of all students
- Honest reporting of damage or misuse is essential
- Consequences for misuse are fair, consistent, and proportionate
- Students, staff, and parents share responsibility for maintaining school property

Guidelines

- Teachers provide ongoing guidance to support students in using school resources responsibly
- Parents are encouraged to reinforce respect for school property at home
- Students are expected to use all resources appropriately and with care
- A borrowing system is in place for resources issued to individuals or class groups
- All incidents involving lost, damaged, or misused property are reported and documented
- Clear communication ensures expectations are understood across the school community

Implementation

To ensure effective management of school resources, the school has the following procedures:

- Designated staff members oversee the policy at each campus
- Students are reminded that all borrowed or used resources must be returned in good condition
- Resources requiring sign-in and sign-out are managed through Administration storage areas
- Textbooks and long-term borrowed items are monitored and must be returned in good condition
- All school resources are labelled with the school insignia

Monitoring and Support

The school maintains the following support structures:

- Systems to monitor the use and condition of resources
- Processes for tracking borrowed items
- Ongoing communication with students and parents regarding expectations
- Regular reminders at the start of each school year and during enrolment

Roles and Responsibilities

Parents

- Encourage their child to respect and care for school property
- Reinforce responsible behaviour and proper use of resources
- Support honesty by encouraging reporting of damage or misuse

Students

- Use school resources responsibly and with care
- Return all borrowed items in good condition
- Report any damage, loss, or misuse
- Respect all school property and facilities

Consequences

Failure to meet these expectations may result in the following actions:

- Parents are responsible for repairing or replacing damaged or misused school property
- Repeated misuse or damage may result in meetings with school leadership
- Serious incidents, including theft of valuable items, may result in disciplinary action in line with the Student Behaviour Policy, including suspension or expulsion

Examples of Damage or Misuse

Damage or misuse of school property may include:

- Improper use of IT devices, musical instruments, sports equipment, or supplies
- Inappropriate use of social media relating to the school
- Damage beyond normal wear and tear
- Graffiti or intentional damage to buildings or furniture
- Careless handling resulting in lost or damaged materials
- Wasteful use of school supplies
- Damage to school transport vehicles

Conclusion

This policy supports the development of responsible and respectful behaviour, ensuring that school resources are maintained for the benefit of all members of the school community.

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