



The Japanese School of Melbourne

Personal Property Policy

If you need help to understand this policy, please contact school office on 03 9528 1978.

Purpose

To explain JSM (The Japanese School of Melbourne)'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

JSM understands that staff and/or students may sometimes like to bring items of personal property to school.

JSM does not have insurance for personal property of staff, students and visitors. JSM 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.

JSM encourages staff and students not to bring items of value to school, or to obtain appropriate insurance for such items.

If students bring items of value to school, they will be asked to hand them into the office where they will be stored securely in a locked cupboard until the end of the day, when the items may be collected by the student and/or parent/carer. JSM may reject the storage of particular items of value, in which case, the student must hand it to the guardian to take home. Student may not be allowed to participate in school activity until the item is handed to the guardian/carer.

Related policies and resources

- [Students' Mobile Phone Policy](#)

Approval

Created date	November 2024
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Consultation	Staff, School board
Endorsed by	JSM Board
Endorsed on	November 2024
Next review date	November 2026

This policy was drafted in English, and translated into Japanese for reference purposes only. In the case of a difference in interpretation the English version will prevail.