

THE BROXBOURNE SCHOOL
PERSONAL PROPERTY AND SCHOOL PROPERTY
POLICY AND PROCEDURES

1. Personal property must be clearly marked with the name of the owner.
2. The school cannot accept any responsibility for pupils' possessions which are lost, damaged or stolen.
3. Pupils must clear all their personal property from the school premises at the end of each term. Games/PE kit and musical instruments brought in each day must be taken home at the end of school. Instruments and other property left in school overnight are left at the owners' risk.
4. Text books and property supplied by the school remains the property of the school. Parents will be charged for lost or damaged goods.
5. Damage to school buildings, fittings, furniture or apparatus caused by inappropriate behaviour will be charged to parents/carers.
6. Pupils should not bring in valuables or large sums of money. Staff will not accept responsibility for any valuables pupils have. In PE, doors to changing rooms will be locked during an activity but pupils should use their lockers to keep valuables in. The school cannot accept any liability for any loss.
7. Privately owned or school loaned musical instruments may be left in the Instrument store cupboard in the 800 block. Each case is to be clearly labelled with name and contact number. Parents/carers are to note the manufacturer's serial number and ensure the privately owned or school loaned instrument is fully insured, whether on school property or at home. This is a condition on which these instruments may be used at school. The school cannot accept liability for any loss.

Keith Parris

Reviewed: Autumn 2017
Ratified: Autumn 2017 (FC)
Next Review: Autumn 2019