



Belongings and Confiscation of Student Property Policy

ROCKHAMPTON GIRLS GRAMMAR SCHOOL

Belongings and Confiscation of Student Property Policy

PURPOSE OF THE POLICY

The purpose of this policy is to provide students with a clear understanding of their responsibilities in regard to their property and School provided property i.e. text books, equipment and clothing while at the School.

POLICY

Students will be provided with the means to securely store their belongings. Unauthorised, illegal or distracting items may be confiscated by staff.

PROCEDURE

- Students are expected to have all necessary books and equipment to enhance their learning.
- Each item brought to school must be clearly named. The School does not accept responsibility for unnamed, unmarked property or prohibited items.
- Students must make sure belongings are collected at the end of the school day. Lockers are to be kept locked and the key retained by the student at all times.
- Monies/valuables may be handed in to Student Services for safe keeping until required or until the end of the day. Clearly labeled envelopes are to be used for this purpose where practicable.
- Students must NOT bring to school items which:
 - will inhibit their learning opportunities
 - are dangerous
 - are prohibited under law.
- Students who bring unauthorised items to school, or who use items inappropriately may have their property confiscated. The return of confiscated property will be at the discretion of the School and where appropriate in consultation with parents/guardians.

POLICY RELEASE DETAILS

Date of Policy	September 2011
Reviewed by	RGGS Executive
Review Date	Biennially
Access	Public Availability – RGGS Website

RELATED POLICIES AND DOCUMENTS

RGGS Values Statement

RGGS Student Parent Handbook