

POLICY: CONFISCATION IMPOUNDING OF STUDENT PROPERTY

Rationale

Schools have a responsibility to maintain good order, discipline and a safe school environment.

Boards of Trustees and Principals are empowered under the Education Act to pass bylaws/regulations/rules for the effective and safe running of the school.

This power also extends to authorised school activities outside the school grounds and outside the regular school hours.

Purposes

1. To ensure that students follow the uniform code as laid down by the Board of Trustees and published in the Prospectus available to all families.
2. To ensure that the students' appearance reflects favourably on the school.
3. To ensure that the school environment remains safe and students/staff are not put at risk.
4. To ensure that students do not bring to school any items which have been declared banned or illegal by the Board of Trustees and/or the Principal.

Guidelines

1. The regular fortnightly newsletter will be used to inform students/parents of this policy.
2.
 - a. Students not in their correct uniform are to be sent to the Duty Dean
 - b. A pass will be issued or gear / clothing supplied if the student has brought a note of explanation from home
 - c. Deans may lend a student a school set of shoes and other items of uniform, eg. polar fleece, as a short term arrangement
 - d. Non uniform items are confiscated by staff and may be returned to students depending on circumstances
 - at the end of the day
 - at the end of the week
 - at the end of the term
3. The item(s) will be released if:
 - a. A Parent/Caregiver calls in at the school for it; or
 - b. A letter is received requesting the release of the item(s).
4. Impounded/confiscated clothing will be labelled and stored in the staff administration area. Jewellery will be kept in the Deputy Principal's Office. Items of a non-dangerous type will be kept in the Deputy Principal's Office and may be returned to Parents/Caregivers.

5. The school will take reasonable responsibility for the security of each term.
6. Unclaimed property will be disposed of by the school at the end of each term.
7. A senior student may be sent home by the Principal, Deputy Principals to effect an acceptable standard of dress and appearance and return to school.
8. Parents/Caregivers must provide a letter of explanation as to why a student is not correctly dressed.
9. Examples of banned/illegal items include:

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| ▪ Drugs | ▪ Walkman radios * |
| ▪ Alcohol | ▪ 'Ghetto Blaster',
radio/tape decks |
| ▪ Knives | ▪ Fireworks |
| ▪ Dangerous and/or
Inflammable substances | ▪ Firearms |
| ▪ Sling Shots | ▪ Gang Insignia |
| ▪ Animal Traps | ▪ Pornographic literature/
photographs |
| ▪ Water Pistols | ▪ Knuckle dusters |
| ▪ Replica Weapons | |
| ▪ Cigarettes/tobacco | |

* (Note: Some students receiving sound therapy will be permitted walkman tape recorders.)

10. Items which endanger the safety of staff/students will be handed to the Police and/or destroyed by the school.
11. Cell phones/IPods confiscation is a separate policy.
12. Students should not bring to school valuable personal items that are not required for school/activities.

REVIEW: This policy will be reviewed according to the Board of Trustees' triennial Programme of self review (MAY 2019)

DATE CONFIRMED: 24 MAY 2016