



PERSONAL BELONGINGS POLICY

Peak Academy is an Independent school registered with the Western Cape Education Department (WCED) and with Cambridge Assessment International Education. Peak Academy is a division of Peak Group (PTY) Ltd.

OBJECTIVE

This policy advises staff and students of their responsibility for personal items on Peak Academy premises.

The purpose of this policy is to ensure that everybody understands their individual responsibility to look after their personal property at the school.

EXPECTATIONS

Staff members may bring their own personal items onto the premises to supplement PEAK equipment, for personal convenience, or for decorative purposes. Students are permitted to bring personal items onto the premises to assist them in the learning process.

Staff and students are responsible for their own possessions that are brought onto the premises on a daily basis. Staff and Students do so at their own risk.

PROCEDURE

It is the staff member's and student's responsibility to secure all personal items brought onto the premises.

It is the staff member's responsibility to remove personal items from the premises upon separation from employment.

It is the student's responsibility to remove personal items from the premises on a daily basis and at the end of each semester remove all belongings from the premises.

Staff members and students should mark items of value to help identify the owner of the property.

Personal items considered by Management to be unsafe will not be permitted into the premises.



Peak Academy will not replace lost or missing personal items.

Staff members are advised not to leave personal belongings such as handbags and cell phones unattended in class rooms or in common areas.

Students are advised not to leave personal belongings such as textbooks, stationary and cell phones unattended in study rooms or in common areas.

Should any personal belonging go missing it is the responsibility of the staff member or student to report it to Management immediately after it has been discovered. Peak Academy will make every effort to assist in relocating the missing belongings, however will not claim responsibility for any missing items.

Peak Academy will continue to ensure that the premises and environment is a safe place for everyone's belongings on the premises.

Should any member of staff or student be suspected of theft of Peak or personal belongings an investigation will be conducted in accordance with the code of conduct.

Any unattended items on the premises will only be held in a lost and found box for a period of one term. Peak Academy reserves the right to discard these items if they are not claimed within the prescribed time period.

Personal Belongings policy - Revised December 2022

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