



STUDENT LOCKER POLICY

Section	Student Administration
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1. PREAMBLE

At John Wollaston Anglican Community School (the School), all Secondary students in Years 7 to 12 are issued with a locker to store their school related personal equipment.

2. LOCKER USER AGREEMENT

All Secondary students, and their parents/guardians, are required to sign a *Locker User Agreement (Appendix 2)* before being issued with a locker. Compliance with the *Locker User Agreement* is an expectation of all students. Locker infringements will be addressed by the Head of Secondary School (HOSS) or delegate.

3. USE OF LOCKERS

3.1 Lockers are to be used exclusively for the storage of school related books, supplies and clothing. The following must not be kept in lockers:

- Items forbidden by the School, State and Federal Law.
- Valuables (the School does not accept responsibility for any property loss from lockers).

3.2 Students should not access lockers in between sessions.

3.3 Students must not exchange or swap lockers that have been assigned to them.

4. SECURITY

4.1 Locker doors must be locked at all times and locker combinations must be kept confidential.

4.2 A student will be held responsible for all items in their locker. The School does not accept responsibility for any property loss from lockers.

4.3 Only school-issued combination locks may be used on the lockers.

4.4 Lost combination locks must be reported immediately to the Student Services Receptionist. A replacement lock will be issued and charged to the family's account (at current cost).

5. LOCKER MAINTENANCE

5.1 Lockers must be kept in good order. Pictures, writing, graffiti and other decoration on the inside or outside of the lockers are not permitted.

5.2 Damage or vandalism must be reported as soon as possible to the Head of Secondary School. Offenders will be liable for the cost of repairs.

5.3 Perishable items, including food, are not to be left in the lockers overnight.

5.4 Lockers must be vacated (with all items removed) in a clean and tidy state on the student's last day of the school year. Combination locks will be collected by school staff. Failure to return the combination lock will result in the cost of a replacement being charged to the family's account (at current cost).

6. LOCKER INSPECTIONS

6.1 Regular locker inspections will be carried out by the Year 7 teachers, House Group teachers, Head of Year 8 and Heads of House.

6.2 Lockers and bags may also be inspected during emergency situations, including if a firm belief is held that the locker or bag contains prohibited items.

6.3 Students who fail to follow the locker rules will lose their locker privileges. Serious offences will be dealt with by the Principal.



Dear Parents/Guardians and Students

STUDENT LOCKER POLICY

At John Wollaston Community School, all Secondary students in Years 7 to 12 are issued with a locker to store their school related personal equipment. Students and parents/guardians are requested to read and sign the attached *Locker User Agreement* and return it to the student's House Group/Class teacher **by the end of Week 1, Term 1**.

All students are expected to comply with the *Locker User Agreement*.

STUDENT LOCKER POLICY (abridged)

1. USE OF LOCKERS

- 1.1 Lockers are to be used exclusively for the storage of school related books, supplies and clothing. The following must not be kept in lockers:
 - Items forbidden by the School, State and Federal Law.
 - Valuables (the School does not accept responsibility for any property loss from lockers).
- 1.2 Students should not access lockers in between sessions.
- 1.3 Students must not exchange or swap lockers that have been assigned to them.

2. SECURITY

- 2.1 Locker doors must be locked at all times and locker combinations must be kept confidential.
- 2.2 A student will be held responsible for all items in their locker. The School does not accept responsibility for any property loss from lockers.
- 2.3 Only school-issued combination locks may be used on the lockers.
- 2.4 Lost combination locks must be reported immediately to the Student Services Receptionist. A
- 2.5 replacement lock will be issued and charged to the family's account (at current cost).

3. LOCKER MAINTENANCE

- 3.1 Lockers must be kept in good order. Pictures, writing, graffiti and other decoration on the inside or outside of the lockers are not permitted.
- 3.2 Damage or vandalism must be reported as soon as possible to the Head of Secondary School. Offenders will be liable for the cost of repairs.
- 3.3 Perishable items, including food, are not to be left in the lockers overnight.
- 3.4 Lockers must be vacated (with all items removed) in a clean and tidy state on the student's last day of the school year. Combination locks will be collected by school staff. Failure to return the combination lock will result in the cost of a replacement being charged to the family's account (at current cost).

4. LOCKER INSPECTIONS

- 4.1 Regular locker inspections will be carried out by the Year 7 teachers, House Group teachers, Head of Year 8 and Heads of House.
- 4.2 Lockers and bags may also be inspected during emergency situations including if a firm belief is held that the locker or bag contains prohibited items.
- 4.3 Students who fail to follow the locker rules will lose their locker privileges. Serious offences will be dealt with by the Principal.

Please do not hesitate to contact me regarding clarification of any aspect of the *Student Locker Policy*.

Yours sincerely

KYLIE VIRGO
HEAD OF SECONDARY SCHOOL



LOCKER USER AGREEMENT

1. I will only store school related equipment in my locker.
2. I will not keep items in my locker which are not permitted on school grounds.
3. I will keep my locker locked with my school-issued combination lock at all times.
4. I will not share my combination code with any other student.
5. I will not swap or exchange my locker with another student.
6. I will not visit my locker in between sessions.
7. I will keep my locker neat and tidy at all times.
8. I will not store food or any other perishable items in my locker overnight.
9. I will inform Student Services Reception immediately if I lose my combination lock or notice any damage or vandalism to my locker.
10. I understand that I will be required to pay a replacement fee if I lose my combination lock.
11. I understand that school staff may inspect my locker at any time during the school year.

I, _____ of _____ House
Student name

agree to all conditions of the John Wollaston Anglican Community School *Locker User Agreement*.

Student Signature: _____ Date: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Office Use Only

Received on _____
Date