



Locker Policy & Agreement 2023

1 Lockers

- 1.1 All lockers are the property of Bungendore High School
- 1.2 Lockers are hired on a yearly basis.
- 1.3 The school assumes NO responsibility for loss or damage of any item in a locker, locked or unlocked.
- 1.4 Access to lockers is before school, after school and during Recess & Lunch.
- 1.5 Teachers will not allow students to access lockers during lessons.
- 1.6 Lockers are made available for student use to store school supplies and personal items necessary for use at school.
- 1.7 Lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function of which are forbidden by school rules, the Department of Education and NSW law.
- 1.8 The Principal or a delegate has the right to cancel the locker agreement, access a locker and carry out searches of lockers to ensure safety for the school community as outlined in the Department of Education policy.
- 1.9 A student using a locker, which is the property of the school is presumed to have no expectations of privacy.

2 Student responsibilities as a locker hirer

- 2.1 Students will maintain their locker in good condition and must report damage immediately to the Head Teacher Administration.
- 2.2 Any locker malfunction must be reported to the school office immediately so that appropriate action can be taken. Repairs for any type of damage caused by misuse or carelessness, will incur a cost, charged to the student/parent.
- 2.3 Signage, stickers or other materials are not allowed on lockers. Marking or altering in any way, either the interior or exterior of the locker, is not permitted.
- 2.4 Students are to use lockers exclusively to store school related materials and appropriate personal items.
- 2.5 Students are solely responsible for the contents of their locker and will not share access to their locker with other students.
- 2.6 Food is not to be left in lockers overnight.
- 2.7 Repeated lateness to class because of locker use will result in the cancellation of the locker agreement.
- 2.8 All lockers must be cleared out and left in a clean state at the end of Week 9 Term 4 with combination lock returned to the school office.





3 Inspection of lockers

- 3.1 Principals have a legal obligation to ensure school premises remain safe and secure for students, staff, and visitors. To give effect to this obligation student lockers can be searched if staff have a reasonable ground to believe the student is in possession of:
 - 3.1.1 Illegal drugs, knives, prohibited, offensive or dangerous weapons
 - 3.1.2 Stolen property
 - 3.1.3 Illegal or inappropriate materials that interfere with school purposes or educational function.
 - 3.1.4 Electronic devices which may contain material or images which are illegal, offensive, or otherwise inappropriate.
- 3.2 By agreeing to and signing the Locker Hire Agreement a student and parent give permission for the Principal or delegate to access the locker and any possessions within the locker for the duration of the agreement.
- 3.3 The Principal or delegate shall respect the privacy of the student regarding any items that are not illegal or against school policy and rules.

4 Seizure of property

- 4.1 The Principal or delegate may seize any illegal or unauthorized items in the locker, or any other items reasonably determined to be of a potential threat to the safety or security of others. Police will be informed of any illegal or dangerous items. This complies with Department of Education policy.

5 Combination Locks

- 5.1 Students will be supplied with an approved combination lock that must be returned at the end of the agreement. Only approved combination locks can be used.
- 5.2 Unauthorised locks will be removed and will result cancellation of the Locker Hire Agreement by the Principal
- 5.3 Damage or Loss of the lock will result in the forfeiture of the \$30 deposit.

6 Cost

- 6.1 \$50 fee per school year (\$20 hire fee + \$30 Combination Lock Cash Deposit)
- 6.2 Refunds:
 - 6.2.1 A locker is hired for a school year; there will be no pro-rata refunds.
 - 6.2.2 Cancellation of the Locker Hire Agreement by the Principal, due to the student not complying with this policy does not entitle the hirer to a refund.
 - 6.2.3 Upon return of the combination lock, the \$30 deposit will be returned.





7 Hire procedure

- 7.1 There are limited lockers available for hire. Lockers will be available to students on the basis of first in with agreement and payment. Some lockers will be reserved for students with specific needs.
- 7.2 The Locker Hire Agreement form below must be completed and submitted at the office with payment of the fee and deposit.
- 7.3 Students will be allocated a locker, and a notification indicating the locker number and location will be provided to the student.

Locker Hire Agreement

- I enclose the payment of \$50 (\$20 yearly hire fee & \$30 Cash Deposit)
- I have read and understand the Locker Policy & Agreement of Bungendore High School and I agree to comply with the locker policy as outlined above.
- I give permission for the Principal or delegate to access the allocated locker in accordance with section 3 of the policy

Parent/Carer Name: _____ Signature: _____ Date: _____

Student Name: _____ Signature: _____ Date: _____

Year: _____

Office Use only

Date Received: _____ Time Received: _____ Deposit Paid: Yes / No

Locker Number Allocated: _____ Hire Fee received: Yes / No

Copied to:

- Student File HT Admin

