

## Lockers Policy

**Formulated by:** Leadership and Management Team

This policy is based on the policy used by the Victorian Department of Education. The College provides each student with a locker to store school appropriate items.

### Rationale

To provide an appropriate and safe locker service for all students.

### Intentions

The College will:

1. Ensure all students are provided with a school locker. Students are only to use the locker assigned to them.
2. Issue a combination lock to each student upon commencement at the College. This lock is to be used by the student for the duration of their enrolment at the College. These locks are the only locks permitted to be used on the lockers. Locks are not transferable.
3. Reserve the right to forcibly remove any unauthorised locks from lockers. No compensation will be paid as a consequence of this action.
4. Ensure students with disabilities are allocated lockers that suit their needs.
5. Remind students that they are required to maintain their lockers in good order. The College reserves the right to recover cost for the repair of damage to lockers.
6. Require that no inappropriate, illegal or dangerous goods are kept in school lockers.
7. Not be responsible for the loss of any valuables stored in a locker.
8. Ensure students and parents are advised that it is a condition of use of a school locker that the locker may be searched without notice, and that students may be instructed to open them by a teacher.
9. Reserve the right to discipline students who intentionally vandalise or damage lockers, use school lockers to store inappropriate items, refuse to open lockers for inspection, or interfere with other students lockers.
10. Remind students that lockers are 'out-of-bounds' at times other than during times that they are using lockers for the purpose in which they are intended.
11. Inform students and parents that concerns relating to lockers should be directed to the appropriate Year Level Coordinator.
12. Inform students of the need to keep the combination to their lock private.
13. Inform students that their locker must be locked at all times when they are not in attendance at the locker.
14. Be the sole supplier of replacement locks. A fee is payable for replacement locks.

**Ratified:** Leadership and Management Team

**Date:** 8 August 2006, Reviewed March 2009

This policy will be reviewed as required.