

## Lockers Policy

**Formulated by:** Leadership and Management Team

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

### Mission Statement

The Lockers Policy aligns with the College Mission Statement in reference to:

*We are caring people. We are each created in God's image and we are called to see the good in others. This occurs through fostering relationships imbued with integrity and compassion between all members of the College community.*

### 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.
3. Reserve the right to remove any unauthorised locks from lockers. No compensation will be given as a consequence of this action.
4. Ensure students with special considerations are allocated lockers and locks that suit their needs.
5. Remind students that they are required to maintain their lockers in good order. This includes ensuring no markings, placement of stickers or posters, or graffiti to the external and internal surfaces of the locker. 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 at any time, and that students may be instructed to open them by a teacher.
9. Reserve the right to give consequences to 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. Inform students and parents that concerns relating to lockers should be directed to the appropriate Homeroom Teacher or Year Level Team Leader.
11. Inform students of the need to keep the combination to their lock private.
12. Inform students that their locker must be locked at all times when they are not in attendance at the locker.
13. Be the sole supplier of replacement locks. A fee is payable for replacement locks.
14. Inform students that the College has access to each locker combination for administration purposes.

**Ratified:** Leadership and Management Team

**Date:** 8 August 2006, Reviewed March 2009, Reviewed June 2017

This policy will be reviewed as required.