



# Erskine Park High School

*Pride In Achievement*

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## School Locker Policy and Agreement

*Developed March 2017*

### Lockers

- All lockers are the property of Erskine Park High School.
- Lockers are hired on a yearly basis.
- The school assumes NO responsibility for loss or damage of any item in a locker, locked or unlocked.
- Access to lockers is before school, after school and during Lunch 1 and 2.
- Teachers will not allow students to access lockers during lessons.
- Lockers are made available for student use to store school supplies and personal items necessary for use at school.
- 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.
- The Principal or a delegate has the right to cancel the locker agreement, access a locker by cutting locks and carry out searches of lockers to ensure safety for the school community as outlined in the Department of Education (DoE) Policy.
- A student using a locker, which is the property of the school is presumed to have no expectations of privacy.

### Student responsibilities as a locker hirer

- Students will maintain their locker in good condition and must report damage immediately to a Deputy Principal.
- Students are to use lockers exclusively to store school related materials and appropriate personal items.
- Students are solely responsible for the contents of their locker and will not share access to their locker with other students.
- Food is not to be left in lockers overnight.
- Repeated lateness to class because of locker use will result in the cancellation of the locker agreement.
- All lockers must be cleared out and left in a clean state at the end of Week 8 Term 4 or locks will be removed and a locker will not be offered in following years.

### Locks

- Students are to supply their own padlocks of suitable quality.
- Signing this agreement acknowledges that locks can be cut off lockers by the principal or a delegate.

### Inspection of lockers

- An inspection of all lockers may be conducted at any time throughout the year by the Principal or delegate, or police without notice and without parental/carer or student consent.
- The Principal or delegate shall respect the privacy of the student regarding any items that are not illegal or against school policy and rules.
- Inspections will be done if it is believed that there is a risk of:
  - a. An interference with school purposes or educational function
  - b. Safety
  - c. Physical injury or illness of any person
  - d. Damage to personal or school property
  - e. Violation of school rules, DoE rules and/or NSW law such as drugs, alcohol, weapons, etc
  - f. Loss of school material/equipment.

### Seizure of property

- 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.

### Supervision of students accessing lockers

- During Lunch 1 and 2 the teachers supervising Areas 2 and 3 will observe the locker areas as part of their supervision duties.
- Before school supervision will be maintained by the teacher supervising Area 2 and all staff moving around the school.
- After school supervision will be maintained by all staff moving around the school. Students should access their locker immediately after the 2.40pm bell and leave the school grounds as soon as practicable.
- Students who repeatedly loiter around the lockers will have their locker agreement cancelled.

### Hire procedure

- Complete a hire agreement form and submit at the front office with payment of the fee.
- Forms will be processed in order of receipt. Students will be allocated a locker and a notification slip indicating the locker number and location will be placed in the appropriate roll for the roll teacher to hand to the student.
- The locker will be accessible by Lunch 1 on the day the student receives the notification.
- Students should procure a lock before submitting the agreement form.
- Lockers are allocated to keep year groups in one location and no location changes will be made. Student/parents cannot appeal the decision of the school in the allocation of lockers.

### Cost

- \$20 fee per school year.

### Refunds

- A locker is hired for a school year, there will be no pro-rata refunds.
- Cancellation of the locker agreement by the principal, due to the student not complying with this policy does not entitle the hirer to a refund.

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### Locker Hire Agreement

- I enclose the payment of \$20 or online payment receipt no. \_\_\_\_\_
- I have acquired a suitable lock
- I have read and understand the locker policy of Erskine Park High School and I agree to comply with the locker policy as outlined above.

Parent/carer name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Year: \_\_\_\_\_ Roll class: \_\_\_\_\_