

## Rationale

Our College provides each Middle and Senior College student with a locker to store College appropriate items. The use of lockers by students is a privilege that can be taken away by the College. Expectations and rules relating to the management, maintenance and monitoring of lockers and their contents therefore needs to be understood by all parties.

## Aims

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

## Implementation

### 1. Guidelines

- 1.1. All lockers are the property of Hazel Glen College.
- 1.2. All students will be provided with a College locker as a privilege.
- 1.3. The College assumes no responsibility for loss, theft or damage of any item in a locker.
- 1.4. Students should pay close attention and ensure that their locker is closed and locked after use.
- 1.5. Students are to behave in an orderly manner around lockers and to respect the space of fellow students.
- 1.6. Students are not permitted to share lockers or their locker code.
- 1.7. Students with specific needs will be allocated lockers that suit their needs.
- 1.8. Inappropriate, valuable, illegal or dangerous goods are not to be kept in College lockers.
- 1.9. It is a condition of use of a College locker that it may be searched without notice and that students may be instructed to open them by a teacher.

### 2. Locker Maintenance

- 2.1. Students are required to maintain their lockers in good order, and will be responsible for the condition of their own locker.
- 2.2. Families may be invoiced for the repair of any damages to the locker caused by the student.
- 2.3. All lockers will be inspected for damage, wear and tear or graffiti at the end of the College year.
- 2.4. Students who intentionally vandalise or damage lockers, who use College lockers to store inappropriate items, who refuse to open lockers for inspection, or interfere with other students lockers may lose the privilege to use a College locker.
- 2.5. Lockers must be emptied and cleaned by the student in the week prior to the students final week of each year for Health and Safety procedures to be undertaken. Lockers will be opened and inspected in the final week.

### 3. Locker Allocation

- 3.1. Generally students will be allocated lockers in locations of other students of a similar age.
- 3.2. Student or parent concerns relating to lockers should be directed to the Year level leader.

## Related Policies / Documents

## Evaluation

This policy was created in term 1 of 2018

This policy will be reviewed as part of the College's review cycle