



Jamison High School

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School Locker Procedure Policy and Agreement

Hire procedure

- Complete a hire agreement form and submit to the front office with payment of the fee.
- Students should procure a lock before submitting the agreement form.
- Forms will be processed in order of receipt, until all lockers are allocated.
- Students will receive a locker allocation slip from the front office upon submission of the agreement and payment.
- The locker will be accessible by recess on the day the student receives the locker allocation slip. Students are to meet the General Assistant in the main foyer at recess on the day they receive the notification.
- Lockers are allocated to keep year groups in one location and no location changes will be made. Where possible, Year 11 and 12 students will be allocated in the senior quads and Years 7 – 10 will be allocated in D and E Block.
- Where possible students will be allocated a locker that corresponds to their house colour.
- Student/parents cannot appeal the decision of the school in the allocation of lockers.

Cost & Refunds

- \$20 fee per school year. (In 2020 the cost will be \$10 for the remainder of the year.)
- 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.

In hiring a Locker, you agree to the following Policy

1. Lockers

- All lockers are the property of Jamison 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 at the start of Recess and Lunch.
- Students will not be allowed 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. As a result, 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:

- 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.
- Repeated lateness to class because of locker use will result in the cancellation of the locker agreement.
- Food is not to be left in lockers overnight.

- 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.

3. 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 to ensure the safety of the School.

4. 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.

5. Seizure of property

- The Principal or delegate may seize any illegal or unauthorised 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.

6. Supervision of students accessing lockers

- During Recess and Lunch the teachers supervising the buildings and the Nursing Block Quad will observe the locker areas as part of their supervision duties.
- Before school supervision will be maintained by the teacher and all staff moving around the school. Lockers in the Senior Quad can be accessed from 7:25am. Lockers in the main buildings can be accessed from 8:05 am.
- 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.

Locker Hire Agreement – 2020 Term 3 and 4

- I enclose the payment of \$10 or online payment receipt no. _____ (Note \$10 pro rata for remainder of 2020, Usual fee will be \$20 per year)
- I have acquired a suitable padlock
- I have read and understand the School Locker Policy of Jamison High School and I agree to comply with the policy as outlined above.

Student name: _____ Signature: _____ Date: _____

Parent/carer name: _____ Signature: _____ Date: _____

Year: _____ Mentor class: _____