



Emmanuel Anglican College

Provision and Use of College supplied Lockers

Student Name:	
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Condition of Use

1. Users are expected to exercise responsible behaviour when using College property.
2. Users are held responsible for their own actions in regards to College property.
3. Lockers are provided for the use of storage of surplus exercise, textbooks and personal belongings normally carried in schoolbags.
4. Access to lockers is to be provided by way of pre-stamped padlock supplied by the College.
No other locking mechanisms are to be used for College lockers.
5. Under no circumstances are photos, pictures or other graphics to be attached to internal or external surfaces of lockers. A timetable may be attached to the inside surface of doors in a manner that will not damage or mark the surface (eg Blu-Tack).
6. Access to lockers will be available from 8.30am to College starting bell, then during each recess and lunch break period. Access during classes and between classes will be discouraged. Students are to carry workbooks as organised in the previous break. For example, before school organise for Lessons 1-2; at recess, organise for Lessons 3-4 and at lunch, organise for Lessons 5-6.
7. Access by staff to lockers will only be allowed where two staff members are present, and if circumstances allow, with the student present.
8. At the end of the year, all lockers are to be cleared, and padlock is to be returned to Administration. The cost of missing padlocks will be met by the student or their family.
9. An annual rental fee of \$20.00 (ex GST) will apply. This fee may be varied from time to time.
10. Any actual damage to lockers will require costs to be met by the student or their family.
11. Lockers will be assigned on a first in/ first served basis.
12. The College retains the right to terminate access to lockers to any student who infringes on these conditions.

Student's signature:	
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Parent's signature:	
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Business Manager's Signature:	
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