

## Locker Use Policy and Agreement

### Introduction and Statement of Commitment

Emmanuel Anglican College provides a safe and nurturing environment in the Anglican Tradition. To support student wellbeing and safety within the College, lockers are provided to all Year 7 students and as an option for students in Year 8-11. Lockers are also provided to students with additional needs if required.

Students who do not have access to a locker can place their school bags on the bag racks provided around the College.

### Purpose

The purpose of this policy is:

- To ensure that the College has clear guidelines and expectations regarding the use of lockers.
- To provide guidelines to support student wellbeing and safety within the College.

### Scope

This policy applies to all matters that relate to lockers within the Secondary School at Emmanuel Anglican College.

### Locker Agreement and Usage

All students who are allocated a locker are required to sign the Locker Use Policy and Agreement and to follow the expectation set out in the Agreement.

- The lockers are, and will remain, the property of Emmanuel Anglican College.
- Students in Year 7 are allocated lockers at no charge. Students in Year 8-11 may request a locker and will then be charged a Locker Fee.
- Lockers will be allocated by the College and are grouped on the basis of House. The lockers will be regularly monitored by the Leaders of House to ensure that the expectations of the Locker Use Agreement are being met.
- Students may access lockers before school, after school, during the first 5 minutes at the beginning of recess and lunch and the last 5 minutes of recess and lunch.
- Lockers are allocated to all Year 7 students for the store of school supplies and items necessary for school. Year 8-11 students can apply for a locker on a first come first serve basis linked to availability.
- The Principal or delegate has the right to cancel the Locker Use Agreement, restrict access to a locker and, if deemed necessary, search the locker to ensure the safety and wellbeing of students and the College community.
- Locks will be supplied by the College.

### **Student Responsibility of Locker Use**

- Students are required to maintain their locker in good condition and must report damage immediately to the Leader of House.
- Students are to use the locker exclusively to store school related materials and appropriate personal items.
- Students will use the designated lock provided by the College to lock their lockers.
- Students are responsible for the contents of their locker.
- Food is not to be left in lockers overnight.
- Repeated lateness to class because of locker use may result in the cancellation of the Locker Use Agreement.
- Students who do not adhere to the guidelines provided may have their access to a locker suspended or removed.
- All lockers must be cleared out and left in a clean state at the end of Term 4 with the locks returned to the appropriate Leader of House.

### Inspection of Lockers

- By agreeing to and signing the Locker Use Agreement, a student and parent gives permission for the Principal or delegate to access the locker and any possessions within the locker for the duration of the agreement.
- The Principal or delegate shall respect the privacy of the student regarding any items that are not illegal or in breach of College policy or expectations.

### 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 a potential threat to the safety and security of the student or other members of the community.

### Cost

- A fee of \$35.00 will be added to the Fee Account of those students in Years 8-11 that request a locker.

### Hire Procedures

- There are limited lockers available for hire. Year 7 students will be allocated a locker. All remaining lockers will be available to students on the basis of 'first in, first served' with the Agreement to the Director of the Secondary School. There are some lockers which are reserved for students with additional needs. These are locked in the Learning and Support space.
- The Locker Agreement form must be completed and returned to the Director of the Secondary School.
- Students will be allocated a locker, lock and a notification of the location of the locker by the Leader of House.

### College Procedures to support the Policy

The Leaders of House will be responsible in the allocation of lockers and upkeep of these records. These records will be kept in the Shared Drive in the Pastoral Care folder.

Leaders of House are responsible for the allocation of lockers and inspection of lockers. They have the responsibility to ensure that students are adhering to the Agreement and have the right to remove the privilege of a locker from a student if they are not adhering to the Locker Use Policy and Agreement.

The Leader of House will have responsibility for the distribution of locks for the lockers.

Communicate with the Director of the Secondary School regarding vacant lockers.

### Accounts Department

The accounts department will process the student deposit and file the Locker Hire Agreement once approval for a locker has been given by the Director of the Secondary School.

### Director of the Secondary School

Students in Years 8-11 who express interest in a locker need to return their signed agreement to the Director of the Secondary School. The Director will determine if there are any available lockers before sending the agreement to Accounts for the processing of the Locker Fee and the allocation of a lock.

## Locker Use Agreement - 2024

I have read and understand the Locker Use Policy and Agreement at Emmanuel Anglican College and I agree to comply with the Policy as outlined.

I give permission for the Principal or delegate to access the allocated locker in accordance with the Policy and Agreement.

I understand that if I do not adhere to the Locker Policy and Agreement that my access to a locker may be removed.

I understand that students in Years 8 to 11 allocated a locker must pay a \$35.00 annual fee.

Student Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Parent/Carer Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Year Group: \_\_\_\_\_

Date: \_\_\_\_\_

### Office Use

Date Received: \_\_\_\_\_

Locker Number: \_\_\_\_\_