Randwick Boys’ High School

Policy on Lockers

Writing Date: March 2011
Implementation Date: TBA

Preamble:
In March 2011, the school and its P&C agreed to a trial of the use of lockers for students at the school. This Policy has been developed to provide a framework to that trial. Depending on the outcome of the trial, the Policy will be modified to accommodate a wider introduction of lockers or abandoned if the decision is made not to proceed with lockers.

The trial period is envisaged as being of a term, commencing in Term 4 of 2011, and with an evaluation at the end of that term.

Policy:
This policy provides the framework for the use of lockers in the school. It covers the conditions of hire, eligibility and the procedures for hire of lockers. The Principal is the final arbiter in disputes regarding lockers.

Purpose:
1. Accountability for School Policy rests with the Principal.
2. This Policy is designed to provide certainty to students, parents, caregivers and staff on the conditions for the hire and use of lockers.
3. This Policy will be evaluated in the light of the trial period.

Procedures:
1. Students wishing to hire a locker and parents or caregivers must be aware of the conditions of hire.
2. They must read and sign the conditions of hire to acknowledge their understanding and agreement to abide by those conditions.
3. Students are awarded lockers, once completed applications forms are received, on a first in, first served basis.
4. Accompanying documentation covers:
   a. The Conditions of Hire for Lockers (Pages 3-5),
   b. The Locker Application Form (Page 6),
   c. Instructions for the completion of the Locker Refund Letter (Page 7) and
   d. The Locker Refund Letter (Page 8).
5. Pages 3-6 are completed at the time of application.
6. Pages 7 and 8 are completed when seeking a refund of the security deposit.
RANDWICK BOYS’ HIGH SCHOOL

CONDITIONS OF HIRE FOR LOCKERS.

1. This agreement must be read and signed by all applicants for lockers.

2. General Eligibility.
   a. To be eligible to hire a locker, the applicant must be a student of Randwick Boys’ High School.
   b. The applicant must have paid all outstanding school contributions, including for elective subjects.
   c. The student must be of good character, without recent (last twelve months) suspensions.

3. Lockers
   - All lockers remain the property of Randwick Boys’ High School.
   - Lockers are hired each year.
   - Students obtain locker applications from the office or download from website.
   - The school assumes NO responsibility for loss or damage of any item in a locker, locked or unlocked.
   - Access to lockers is to be done before school, after school, at recess and lunch and, for senior students, during study periods.
   - Lateness to class because of lockers will mean loss of the use of the locker for the remainder of the year, if it occurs after one warning from the Deputy Principal.
   - These 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, any interference with the school or for any activity which is forbidden by school rules, the DET and the law.
   - The Principal, Deputy Principal or person(s) delegated by senior executive have the right to cancel or terminate any hire of lockers, break into lockers and carry out all searches of lockers to assure safety for the school community as outlined in the Department of School Education Policy.
   - A student using a locker which is the property of the school is presumed to have no expectations of privacy in that locker content.
   - Lockers are to be kept clean and all care taken in their use. Abuse of lockers will result in the forfeiture of the hire privilege for that year.
   - Students, parents and caregivers cannot appeal the decisions of the school of the allocation of lockers.

4. Locks
   - Students must only use the approved combination lock provided.
   - Students should not divulge their lock combination to anyone for any reason.
   - Any lock other than an approved lock, found on a locker will be removed and the hirer will forfeit his right to a locker for the remainder of the year. There will be no refund of the locker hire charge.

5. Inspection of any and all Lockers
   - An inspection of all lockers may be conducted at anytime throughout the year by the Principal or delegate assigned by the Principal without notice and without parent, caregiver or student consent. This may include police officers.
   - 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 may be done if it is believed that there is a risk of:
  o An interference with school purposes or educational function.
  o Safety.
  o Physical injury or illness of any person.
  o Damage to personal or school property.
  o Violation of school rules, DET rules and/or the law such as drugs, alcohol, weapons or other contraband.
• Inspections may also be done to retrieve school material or equipment.

6. **Seizure**
• 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.

7. **Locker Maintenance**
• It is the student’s responsibility that the locker remains in good condition.
• Students are to use lockers exclusively to store school related materials and authorised personal items such as outer garments and footwear.
• Students are solely responsible for the contents of their locker and are not to share lockers.
• Students shall not use the lockers for any other purpose unless authorised by the Principal or Deputy Principal.
• The Principal, Deputy Principal or delegate appointed by the senior executive has the right to inspect all lockers at any time.
• Food is not to be left in lockers more than 48 hours. Clear out food before the weekend. Students who repeatedly leave food in lockers for more than 48 hours may forfeit, for the remainder of the year, their use of the locker, without refund of the locker hire charge. They may also be charged a fee of $10.00 for the cleaning of the locker.
• Lockers are to contain no exterior decoration, such as decals or stickers. Students may attach items inside their lockers, but must remove these at the end of the year.
• Any lockers that require cleaning will incur a $10.00 cleaning fee, deducted from the security deposit.

8. **Cost**
• The cost of the locker per year is $120, comprising:
  o $100 refundable security deposit.
  o $20 locker hire charge (one year)
• The cost of the combination lock is included in the locker hire fee. A student who loses, damages or destroys the combination lock will be provided with a replacement at a cost of $15.00, deductible from the security deposit.
• **The full amount must be paid to the front Administration office when submitting this application.**
• Lockers will be allocated on a first in, first served basis.
• Students must have paid school contributions, including elective contributions, to be eligible for a locker.

9. **Clearance of Lockers**
• Years 7-11: All lockers will be cleared out at the end of the Week 7 Term 4 or three weeks before the end of Term 4, whichever is the earlier.
• Year 12: All lockers are to be cleared by Week 9 of Term 3 or two weeks before the end of Term 3, whichever is the earlier.
- Any lockers not cleared by this time will be emptied by the school. The student may forfeit future eligibility to hire.
- Any costs associated with the clearance of lockers will be deducted from the deposit.
- A $10 cleaning fee will be deducted from the security deposit for any locker that is forcibly emptied.

10. Refunds
- Students who change their minds and seek a refund, must complete a **Locker Refund Letter (LRL)** by the end of Term 1. **No refunds are given after this time.**
- Students seeking a refund of their deposit will need to complete the LRL by week 7 or week 8 of term 4. For Year 12 students, the LRL will need to be completed by Week 9 of Term 3.
- Students wishing to apply for a locker for the following year may hold their security deposit at the school and pay the locker hire charge only for the next year. This is subject to the General Eligibility criteria outlined in Section 2 above.

11. Applying for a Locker

<table>
<thead>
<tr>
<th>Student</th>
<th>Completes Locker Application Form.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Submits Locker Application Form for at Office.</td>
</tr>
<tr>
<td></td>
<td>Makes payment.</td>
</tr>
<tr>
<td></td>
<td>Incomplete forms will not be considered.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Office Staff</th>
<th>Writes date application submitted.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Verifies that all school and elective contributions have been paid.</td>
</tr>
<tr>
<td></td>
<td>Receipts money.</td>
</tr>
<tr>
<td></td>
<td>Gives DP locker application</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Deputy Principal</th>
<th>Approves/Declines application locker.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Allocates a locker, records locker number on form.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Office</th>
<th>Keeps a record of locker on Oasis</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Files “Locker Application Form” in student file.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student</th>
<th>Term 4 Week 6 empties locker. (Year 12 Term 3 Week 9)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Applies for refund of deposit by going to office and obtaining a “Locker Refund Letter (LRL)”</td>
</tr>
<tr>
<td></td>
<td>Completes LRL &amp; submits it to front Administration Office for refund.</td>
</tr>
</tbody>
</table>

**Student Declaration:**

I have read, understood and agree to abide by the terms and conditions set out in the Randwick Boys’ High School *Conditions of Hire for Lockers*.

**Name of Student:**

________________________________________________________

________________________________________   /   /   /

**Signature of Student**

**Date**

**Parent / Caregiver Declaration:**

I have read, understood and discussed with my son the terms and conditions set out in the Randwick Boys’ High School *Conditions of Hire for Lockers*.

**Name of Parent / Caregiver:**

________________________________________________________

________________________________________   /   /   /

**Signature of Parent / Caregiver**

**Date**
RANDWICK BOYS’ HIGH SCHOOL
LOCKER APPLICATION FORM

Student Name: _______________________________

Year: _______________ Roll Call: _______________

Office Use:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student has paid all outstanding school and elective contributions</td>
<td>Form has been completed and signed appropriately</td>
</tr>
<tr>
<td></td>
<td>Payment received</td>
</tr>
</tbody>
</table>

Date Received: ________/______/______ Office Staff Member: ______________

Forward completed form to Deputy Principal

Deputy Principal Check:

<table>
<thead>
<tr>
<th>Approved for Locker</th>
</tr>
</thead>
<tbody>
<tr>
<td>OR,</td>
</tr>
<tr>
<td>Not approved: Recent suspensions</td>
</tr>
<tr>
<td>Not approved: Not eligible</td>
</tr>
</tbody>
</table>

Locker Number Assigned: ________________________________

Student acknowledgement: ___________________________________

Date: ________/______/______

Completed form returned to Administration for filing in Student File.
# Randwick Boys' High School

## Locker Refund Letter

### Student Procedure

<table>
<thead>
<tr>
<th>Role</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>STUDENT</td>
<td>Obtain <em>Locker Refund Letter</em> from office <em>(LRL)</em>&lt;br&gt;Take it to Deputy Principal to inspect locker.</td>
</tr>
<tr>
<td>DEPUTY</td>
<td>Inspects locker</td>
</tr>
<tr>
<td>PRINCIPAL</td>
<td>Fills in form <em>(LRL)</em>&lt;br&gt;Returns form to Finance Office</td>
</tr>
<tr>
<td>FINANCE OFFICE</td>
<td>Processes refund</td>
</tr>
</tbody>
</table>
# RANDWICK BOYS’ HIGH SCHOOL
## LOCKER REFUND LETTER (LRL)

**Student Name:**  
______________________________

**Year:**  
__________________ **Roll Call:** __________________

**Inspection Report:**

<table>
<thead>
<tr>
<th>Satisfactory. Refund of deposit approved.</th>
</tr>
</thead>
</table>

**OR,**

<table>
<thead>
<tr>
<th>Unsatisfactory. Damaged – repair or replacement from deposit.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charge: $</td>
</tr>
<tr>
<td>Charge to be advised and deducted from deposit.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unsatisfactory. Food / rubbish - $10 cleaning fee deducted from deposit.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Unsatisfactory – Other. (Details below)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Charge to be advised and deducted from deposit.</th>
</tr>
</thead>
</table>

---

**Deputy Principal Signature**  
___________________________  
**Date**  
__/__/____

**SASS sign off:**

<table>
<thead>
<tr>
<th>Refund processed with no deductions. Refund cheque sent to parent / caregiver. <strong>OR</strong></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Refund processed with deductions above. Refund cheque sent to parent / caregiver. <strong>AND</strong></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Completed form filed in Student File.</th>
</tr>
</thead>
</table>

---

**SAS Officer**  
___________________________  
**Date**  
__/__/____