

 Plenty Valley <small>CHRISTIAN COLLEGE</small> <small>In Christ: Wisdom & Knowledge</small>		Locker Policy – Secondary School	
Document Classification:		Policy	
Version:	1.7	Date:	21 October 2019

General

Lockers are provided to each student at the beginning of each school year or on enrolment.

Students must be aware that lockers do not guarantee absolute safety of personal belongings. When the locker is not in immediate use, **students must keep their locker locked at all times with the lock provided by the college. If failure to comply results in damage, the owner will be liable for costs incurred.**

Lockers are provided for the safe storage of the books and materials necessary for educational purposes as well as school bags and blazers. These items are not to be stored in any place other than the locker without Coordinator permission. We do not encourage other items of value being brought to the college and students must understand they do this at their own risk. The college insurance policy does not cover personal items brought onto the campus.

Locker Provision and Replacement Fees

On enrolment, a locker provision fee of \$50.00 is charged to each student. This fee covers the allocation and use the locker, issue of a college padlock and minor repairs.

The locks provided are a high-quality combination lock and students must accept responsibility for them for the time they are enrolled at the college. In the event that a student loses or damages a lock, the lock will be replaced and invoiced on the students college fees account. Locks that become faulty under ‘fair wear and tear’ will be replaced without cost.

The student is issued with the lock combination which is recorded by the College in case the student forgets the combination. The College also has a master key to open locks.

Conditions

Lockers are allocated to students on the basis of a signed locker agreement, which states the conditions that the student will abide by namely, that the student will:

1. keep the locker in a clean and tidy state – no decorations
2. comply with regular Homegroup locker checks
3. not deface or damage the locker in any way
4. report damage promptly to the locker coordinator
5. keep the locker locked at all times
6. use only a college-provided lock (non-college locks will be cut from lockers)
7. pay for the rectification of any damages to the locker
8. clear and clean the locker at the end of the year or on leaving the college
9. return the college padlock on leaving the college.

The locker and padlock remain the property of the College. The College reserves the right to inspect/open lockers when a staff member has sufficient reason to believe that dangerous or illegal substances/objects may be involved. Therefore, where a teacher has justifiable cause for concern:

- The locker may be searched by college authorities (Principal, Deputy Principal, Head of Sub-School, Sub-school Coordinator or Locker Coordinator) without prior notification.
- The locker privilege may be withdrawn if college authorities believe the student has broken the conditions.
- The student may be instructed by college authorities to empty their locker. Failure to comply is a discipline offence.

Students who abuse their lockers or the locker area will lose their access to this provision.

Plenty Valley Christian College

Locker Policy Agreement Form

We,

_____ (Student Name)

_____ (Parent Name)

hereby agree to and shall abide by the conditions stated in the locker policy document.

Student Signature: _____

Parent Signature: _____

Date: _____

DOCUMENT HISTORY & VERSION CONTROL RECORD

Name of Document: Locker Policy - Secondary School
Responsible Officer: Head of Teaching and Learning
Approved by: Head of Secondary
Assigned review period: Biennial
Date of next review: September 2021

Version Number	Version Date	Responsible Officer	Amendment Details
1.0	16/11/2006	Richard Koch	Initial issue as a controlled document
1.1	20/11/2006	Richard Koch	Change to wording of replacement locks.
1.2	04/02/2007	Richard Koch	Change to wording of condition 1 – no decoration
1.3	03/04/2008	R Koch	Updated minor changes as per Document History and Version Control Policy
1.4	29/04/2008	R Koch	Minor changes
1.5	11/08/2011	D Peck	For review and approval
1.6	07/09/2017	S Taggert	Changed to Biennial as discussed in OHS Meeting 07/09/2017.
1.7	21/10/2019	J. Metcalfe	Minor changes

Approved By:

Date:



Mr John Metcalfe
Principal