



Secondary Locker Usage Guidelines

SOURCES OF AUTHORITY

CEWA Policy	Community
Executive Directive	Work, Health and Safety

Aim

Lockers are provided to students on the Secondary campus so they do not have to carry heavy bags around during the day and to allow for the safe storage of personal items. The lockers should be kept locked at all times to ensure their property is kept safe.

Scope

All students at St Joseph's secondary campus.

Definitions

Locker – storage for students to store their educational and personal belongings.

Procedure

- A. All students will be assigned a locker for use for the duration of the school year by their House Coordinator on the first day of the school year or their first day of school if joining mid-year.
- B. Each student will also be given a designated combination lock issued with a specific combination code.
- C. Parents will be charged for a new lock if students lose theirs.
- D. All House coordinators have a "master" key for each locker for emergency use.
- E. Every student is responsible for their own locker.
- F. Lockers can be searched by staff at any time as they are the property of the school.
- G. All damage must be reported immediately to the House Coordinator.
- H. Deliberate vandalism of lockers will result in parents being asked to pay for a new locker.
- I. Lockers should not be shared with other students and should not be swapped without the House Coordinator being asked/notified.
- J. Lockers must be cleaned out at the end of the school year or on departure from the school.

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