



College Locker Policy and Procedures

1. Purpose

This Policy outlines the conditions under which Year 12 students will be considered for a locker at Gilmore College and to ensure that they are effectively managed.

2. Policy

- The Principal is responsible for establishing policy and procedures for the management of lockers at the College.
- College lockers are only available to Year 12 students.
- Year 12 students are responsible for submitting an application for a locker.
- Year 12 students are responsible for the leased locker.

3. Procedures

3.1 Lockers

All lockers are the property of Gilmore College.

Lockers are available for lease by Year 12 students on an annual basis.

Students are to obtain a locker application form from Student Services or download an application form from the College website.

The College assumes no responsibility for loss or damage of any item in a locker, locked or unlocked.

Access to lockers is to be done before/after school and/or during break times.

Lateness to class because of lockers could mean loss of locker privileges.

Lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with the school or an educational function of which are forbidden by the College rules or the Department of Education.

The Principal, or person(s) delegated by the Principal has the right to forgo any lease of lockers, access and carry out all searches of lockers to assure safety for the College community.

A student using a locker which is the property of the College is presumed to have no expectations of privacy in that locker content.

Sharing a locker with another student is not permitted.

Lockers are to be kept clean and all care taken in their use. ***Abuse of lockers will forfeit lease privilege.***

No stickers, pictures, names or graffiti is permitted. ***Marking or defacing any locker will forfeit lease privilege.***

Students and parents/caregivers cannot appeal the decision of the College relating to the allocation of lockers.

3.2 Keys and Padlocks

All padlocks and associated keys are the property of Gilmore College.

One key only will be allocated per locker/padlock.

Keys issued to the student leasing a locker are not permitted to duplicate the key as a spare or to share with another student. ***Any student found duplicating keys or sharing their locker will forfeit their lease privilege.***

Padlocks are to remain with the locker at all times.

A replacement charge will be incurred if a padlock or key is lost, broken or stolen.

Padlocks will not be opened by College staff if the key has been left at home.

Keys are to be returned to Student Services prior to the student transferring or exiting the College.

Only padlocks provided by the College are permitted.

3.3 Inspection of Lockers

An inspection of all lockers will be conducted at any time throughout the year by the Principal or delegate(s) without notice and without parental/caregiver or student consent. This may include Police Officers.

Inspections will be done if it is believed that there is a risk of:

- an interference with school purpose or educational function;
- safety;
- physical injury or illness of any person;
- damage to personal or College property;
- violation of College Rules, Department of Education Policy and/or the Law such as drugs, alcohol, weapons etc.;
- to retrieve College material and/or equipment; and
- at the conclusion of the lease period.

3.4 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. The Police will be informed of any illegal or dangerous items.

3.5 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.

Students shall not use the lockers for any other purpose.

Food is not to be left in lockers more than 48 hours.

3.6 Medical

All students wanting a locker for medical reasons must provide documentation. A medical diagnosis must be written outlining the issues and how having a locker would support the medical condition. A detailed health plan must be written by the treating doctor and be submitted for consideration each Term.

3.7 Costs

A schedule of costs relating to the College lockers will be determined by the Business Manager in collaboration with the Finance Committee.

3.8 Refund

No refunds will be issued.

3.9 Clearance of Lockers

All lockers are to be cleared out one week prior to:

- Graduation
- Transferring to another school
- Exiting the school for employment or other reasons.

4. Document Control

<p>Reference Number:</p> <p>Owner:</p> <p>Created:</p> <p>Modified:</p> <p>Approved:</p> <p>Next Review:</p> <p>Links to Regulatory Framework:</p>	<p>Business Manager</p> <p>Legislation/Authority</p> <ul style="list-style-type: none"> • School Education Act 1999 (WA) • School Education Regulations 2000 (WA) <p>Department Policies</p> <ul style="list-style-type: none"> • Contributions, Charges and Fees • Student Health Care 	<p>Implementation and Review:</p> <p>The Business Manager is responsible to the College Executive for the continuous monitoring and review of the <i>College Locker Policy and Procedures</i>.</p>
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