

September 2015

Dear Parent / Carer

Re: Pupil school lockers

This September we will be allocating every pupil in Year 7 with their own personal locker, meeting our objective of ensuring every pupil has their own locker that will remain allocated to them until the end of Year 11. Previously pupils have had to share locker facilities which presented particular challenges due to the volume of property, including PE kit that required storage.

In support of this facility a clear policy is in place so that all understand individual and collective responsibilities. Full details can be found on the reverse of this letter. I would, however, emphasise that pupils' personal belongings must be kept in their locker. There is no reason for belongings to be left lying around and any such items will be removed and disposed of on a regular basis.

Pupils will be provided with a key and padlock for their locker and are expected to use it to secure their locker at all times. A spare key will also be issued and must be retained safely somewhere at home. The school will not retain any spare keys. Any attempts by pupils to tamper with lockers and/or padlocks belonging to other students will be treated seriously by the school as will any damage.

Payment of £10.50 is to be paid via ParentPay. This represents your agreement to the terms and conditions set out in the locker agreement, the hire fee to secure rental of a locker and the initial padlock, both of which will be issued upon payment of the fee. If the padlock is damaged or lost at any time, you will be expected to pay for a replacement; these will be available from the school finance office for £3.80, again paid via ParentPay. As Headteacher I reserve the right to access any pupil's locker as I deem necessary. In these circumstances the school will replace the padlock.

I hope you agree that this is a wonderful development and should enhance the practicalities of school life for pupils. The investment has been met from our School Fund and I encourage you to continue with your school fund donations to enable such positive work to continue.

The school locker policy can be found on our website [www.sjfcc.net](http://www.sjfcc.net) or if you require a printed copy please contact the main office on 01782 615636.

Yours sincerely

Ms F Hegarty  
**Headteacher**

## **School Locker Policy (“the policy”)**

*This policy relates to pupils joining the school in Year 7 in 2013/14 and is in place until further notice.*

All pupils in years 7 will be issued with their own individual locker together with a padlock to secure said locker. Both items remain the property of the school and its governors.

A one off fee of £10.50 will be payable to hire a locker and padlock, both of which will be issued upon payment of the fee and return of a signed Locker Agreement. This fee is subject to annual review but will not be increased without reasonable notice and consent from governors.

The school charging and remission policy is available.

The £10.50 hire fee is non-refundable, other than in exceptional circumstances where a pupil may leave the school within their first term.

Pupils must undertake to keep personal belongings secure in their locker at all times and not share either their locker or key with other pupils. A spare padlock key will also be provided; this must be retained safely at home should the original key be lost/misplaced. If both the original and/or spare key are lost or damaged, you will be expected to purchase a replacement padlock, available from the school finance office for £3.80, again paid via ParentPay. Access to the locker may not be allowed until a replacement padlock is obtained.

Pupils must not swap, move or share lockers without the prior consent of a member of the Wellbeing Team.

Pupils **must not** tamper with the lockers and/or padlocks belonging to other pupils.

Pupils must not damage their locker or the locker(s) belonging to other pupils. Any damage may have to be paid for by parents/carers.

At the end of the period of hire (usually at the end of Year 11), the locker must be emptied and the padlock and keys returned. If the padlock and key(s) are not returned in a satisfactory condition, parents/carers may be invoiced with the cost of a replacement padlock.

The Headteacher retains the right of access to any pupil locker at all times. This includes a forcible entry where considered necessary. In such circumstances the school will replace the padlock.

This policy will be reviewed on a regular basis.

## **Locker Agreement September 2013**

In consideration of the school providing an individual locker and padlock to pupil named below\*\*, the parent/carer and pupil agree to the following

1. Payment of £10.50 hire fee for the period the locker and padlock are required by the pupil. The locker and padlock will not be issued until the fee is paid and a signed Locker Agreement is returned to school.
2. The pupil agrees to keep secure their own padlock key at all times and retain a spare key at home for safekeeping in the event the original is lost/damaged. Pupils must not share either their locker or padlock key with other pupils or swap/move locker without the prior consent of a member of the Wellbeing Team
3. The pupil agrees to maintain their locker and padlock in good condition at all times. Any damage may have to be paid for by parent/carer. If both the original and/or spare key are lost or damaged you will be expected to purchase a replacement padlock. Access to the locker may not be allowed until a replacement is obtained.
4. At the end of the period of hire, the pupil must empty the locker and return the padlock and key(s) in a satisfactory condition to the school. Failure to do so may result in the parent/carer being invoiced for the cost of a replacement.
5. The pupil must not tamper with the locker and/or padlock belonging to any other pupil.
6. If a pupil believes that their locker or padlock has been tampered with they should talk to an appropriate member of the Well Being team as soon as possible.
7. All personal belongings must be kept in the locker. Any belongings left lying around will be removed and disposed of by the school on a regular basis.
8. All perishable food and drink should be removed from lockers on a daily basis.
9. The School Locker Policy applies at all times