



ASQUITH GIRLS HIGH SCHOOL LOCKER USER AGREEMENT

All lockers are the property of Asquith Girls High School. This policy explains the requirements for hiring a locker and ensures that Health & Safety regulations and all school, state and national regulations are adhered to.

Procedures

Hiring:

- Lockers can be hired for one year or for blocks of years, eg two years, three years etc.
- Locker hire will be for a full year. The only exception is for students who enrol part way through the year. Students who enrol in the second half of the year may negotiate with the school to only pay for one semester.
- Students and their parents/caregivers will be emailed a link to complete the hire agreement and payment electronically prior to the locker being issued. Paper copies of this agreement are available from the front office, website or Parent Portal.
- Completed paper forms are to be returned to the front office with proof of payment.
- Payment must be received before a locker is issued. There is a schedule of fees at the end of this policy.

Usage:

- Lockers are for the sole use of the student on the agreement form. Lockers cannot be shared as only one student can sign the locker agreement form and will therefore be taking sole responsibility for the locker and its contents.
- The school assumes no responsibility for loss or damage of any item in a locker, locked or unlocked.
- Access to lockers is:
 - Before school
 - Recess
 - Lunch time
 - After school
- Lateness to class because of lockers may result in the loss of the locker.
- Lockers are for storage of students' 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, an interference with school purposes or an educational function, or which are forbidden by school rules, the Department of Education (DoE) or the law. This includes items of a hazardous or illegal nature, eg, weapons, drugs, cigarettes, alcohol, flammable substances or other contraband.
- The Principal or Deputy Principals have the right to forgo any hire of lockers, and to open lockers and carry out a search of the locker to assure safety for the school community, as outlined in the DoE Policy.
- Students and/or parents/caregivers cannot appeal the decision of the school regarding the allocation of lockers.

Locks:

- Students will be provided with a combination padlock by the school.
- The code for the lock will be kept on file by the school for safety and security purposes.
- The code for the lock is to be kept private and not shared with other students.
- If at any time it is necessary for a lock to be cut open, then replacement of the lock and its associated costs is the sole responsibility of the student and/or parent/caregiver.

Inspection:

- An inspection of all lockers may be conducted at any time throughout the year by the Principal or Deputy Principal without notice and without student or parent/caregiver consent. This inspection may include Police Officers if required.
- Inspections will be done if it is believed there is a risk of:
 - An interference with school purposes or educational function
 - Safety
 - Physical injury or illness of any person
 - Damage to personal or school property
 - Violation of school rules, DoE rules and the law such as weapons, drugs, cigarettes, alcohol, flammable substance or any other contraband
 - Retrieval of school material/equipment
- Lockers may also be inspected if it is believed there is unauthorised sharing of the locker with another student.
- The Principal or Deputy Principal shall respect the privacy of the student regarding any items that are not illegal or against school policy and rules.

Seizure:

- The Principal or Deputy Principal 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.
- The student's hiring privileges may be forfeited without recourse or refund if illegal or unauthorised items are found and/or seized from a locker.

Maintenance:

- Students are solely responsible for the contents and maintenance of their locker.
- It is the student's responsibility to ensure that the locker remains in good condition.
- The interior and exterior of the locker is to be kept in a clean and hygienic state and all care taken in its use.
- In particular, all care is to be taken to ensure that no food and/or clothing items are left in lockers to become a health hazard.
- Lockers suspected of containing any item/s deemed a health hazard may be opened without notice and the items removed and disposed of.
- Where it is deemed that the locker and/or lock has not been kept in clean, hygienic working order then the student will be required to personally restore those conditions and/or be liable for the cost of reasonable measures to do so. The decision on these matters will be made by the Principal.
- Depending on the nature of the infraction, the student may also be treated according to the school's Discipline Policy.
- All lockers must be emptied by Friday of the second last week of Term 4 each year. Students must ensure that:
 - the door of the locker is left open, and
 - the lock secured to the outside of the locker door.

- The locker must be clean and left unlocked ready for inspection in the last week of Term 4.
- Any items left in the locker after this date will be removed and disposed of.

Final Clearance of Lockers:

- In addition to the annual clearance of lockers, students leaving the school permanently must remove all belongings and clean the locker, leaving it open, prior to their last day at the school.
- Year 12 students must remove all belongings and clean the locker. Students must ensure that:
 - the door of the locker is left open, and
 - the lock secured to the outside of the locker door.
- Lockers of leaving students will be checked and cleared out by the General Assistant if any items remain in the locker. It will be assumed that remaining items are unwanted and they will be disposed of.

Refunds:

- Once paid for and a locker allocated, there is no refund of locker hire fees.

Schedule of fees:

- The following are the fees applicable for hire of lockers. Fees must be paid prior to allocation of a locker.

Hire Duration	Hire Fee
One year	\$22.00 (includes GST)
Two years	\$44.00 (includes GST)
Three years	\$66.00 (includes GST)
Four years	\$85.00 (includes GST)
Five years	\$100.00 (includes GST)
Six years	\$110.00 (includes GST)

- The preferred method of payment is through the school website at www.asquithgir-h.schools.nsw.edu.au by clicking on the **\$ MAKE A PAYMENT** button on the home page.



Locker Hire Agreement

Students and their parents/caregivers will be emailed a link to complete the locker hire agreement and payment electronically prior to the locker being issued. Alternatively, the locker hire agreement can be completed on paper using the form below.

Please carefully read the Locker Hire Policy and hire charges and complete the application form if you wish your child to apply for a locker.

Lockers are not to be shared with other students.

Please complete the following application and make payment online at www.asquithgirls.schools.nsw.edu.au by clicking on the **\$ MAKE A PAYMENT** button on the home page. Lockers will not be allocated without payment.

Locker Hire Agreement

I would like my child to hire a locker for her personal use for the following duration:

- 1 year @ \$22.00
- 2 years @ \$44.00
- 3 years @ \$66.00
- 4 years @ \$85.00
- 5 years @ \$100.00
- 6 years @ \$110.00

Online payment receipt number (please provide if applicable)
.....

We have read and understand the Asquith Girls High School Locker Policy and agree to the conditions therein.

Student Name: Year:
.....

Signature: Date:
.....

Parent/Caregiver Name:
.....

Signature: Date:
.....

Please return this agreement with proof of payment to the AGHS front office