

## **POLICY FOR THE USE OF SCHOOL LOCKERS**

Last reviewed:	August 2021
Next review due:	August 2023
Reviewed by:	Head of Years 7-11 Head of Sixth Form Head of The International School

The aim of this policy is to clarify the use of lockers across all sites.

### **Student locker information**

d'Overbroeck's has a limited supply of lockers across all school sites. Our aim remains to provide a locker for all students who request one.

### **Locker Request Dates**

Locker allocation begins each academic year in September until the last day of school in July the following year.

All lockers are issued on a first-come first-served basis, so a prompt response at the beginning of an academic year is preferable. Those students living within school boarding accommodation will not be eligible for a locker.

In the summer term, you will be contacted with a date by which your locker must be emptied if different from the final day of the school year. You must take all contents of the locker home and return the key. If the key is not returned you will be charged (see lost keys, below).

### **Locker regulations**

- The locker and its contents are sole responsibility of the student allocated to that locker at the start of the academic year.
- Lockers must not be 'swapped' at any time without permission.
- Any problems with your allocated locker must be reported immediately to the School Office.
- Students must inform the School Office if they have lost their locker key. (Please see below).
- Students must not lend or give their keys to anyone.
- Students must not write on or damage any locker. All lockers will be regularly checked for damage and vandalism.
- The school retains the right to search a locker if it has reason to believe that a student has items that could potentially breach the school's behavioural policy and code of conduct. This will be in line with the school's search policy.

### **Lost keys**

- It is important that all students look after their locker keys.
- Replacement keys will be charged at £10 and will be taken off the student's supplement fees deposit.
- A student requiring more than three key replacements will meet with the appropriate Head of Section to have his or her locker allocation reviewed.