

Damage

Pupils should use lockers with respect and avoid damaging them. Damage will be paid for by the pupil.

Theft

The school assumes no liability for any items stored in lockers. You are responsible for your belongings, so the use of lockers is at your own risk. Be sure to exercise caution and do not store items of value in your locker, such as purses, wallets, laptops, cameras or music players. Never store important items over night. As well, be sure to purchase a high-quality lock, as cheaper models tend to be easier to break and codes discovered.

Permission to use the locker may be terminated where a pupil does not comply with the conditions of use or school policies or rules.

All questions regarding lockers should be directed to Mrs Callan or Mrs Zochowska (school office), your Pastoral Teacher, or Year Head.

SAINT NINIAN'S HIGH SCHOOL

PUPIL LOCKER PROTOCOL

Pupils are expected to adhere to the following protocol to ensure the proper use of lockers by pupils during the school year

Lockers are available for all pupils to store their belongings during the school day.

A locker is NOT the property of the pupil who is permitted to use it during school hours. Rather, lockers are the property of the school and remain at all times under the control of the school. However, pupils are expected to assume full responsibility for the security of the locker assigned to them. The allocation of lockers is to be considered a privilege and not a right.

Subject to availability a locker and padlock will be provided for each pupil on receipt of £15. The rental fee will be used towards maintenance, cleaning and repairs.

The school will allocate numbered lockers to named pupils.

The locker is not to be used by any unauthorized person.

Pupils will be required to abide by the 'Conditions of Use Agreement'.

If keys are lost and pupils require access to their locker the Office Staff will arrange for the padlock to be cut off

Unauthorized Use of Lockers

If you have taken possession of a locker without first renting it through the school office your lock will be cut and your items will be removed without notice during the beginning of the academic year. This allows the pupil who has properly registered and paid for the locker to take possession of it.

Locker Access

Lockers may be accessed at the following times.

- At the start of the school day (before 8.45 a.m.): take everything you need for periods 1, and 2.

- During Interval (10.25-10.40 a.m.): take everything you need for periods 3 and 4.
- At lunch-time (12.20-1 p.m.): take everything you need for periods 5, 6 and 7.
- At the end of school : take everything you need to do homework.

Pupils are expected to access the contents of their lockers quickly and then move away from the locker area to enable other pupils to access their lockers.

End of Academic Year (June)

Lockers must be cleared out completely at the end of the summer term and left unlocked to enable facilities staff to check and clean them. Lockers, which are not cleared out, will be opened and the locker contents disposed of. Once a padlock has been cut, all contents will be put in storage for students to reclaim. Proof of ownership must be shown to retrieve belongings. Contents will be stored for only **ten** school days, after which they will be donated or thrown out.

The school is neither responsible for any items that go missing after their removal from a locker, nor for any items that are left unclaimed. The Head Teacher is authorised to request a search of any locker he believes to contain anything that is inappropriate. The pupil to whom the locker is allocated will be present during an approved search. The pastoral teacher or Year Head will also be present.

The school reserves the right to access lockers at its sole discretion if there is a suspected security risk or there is an environmental concern such as pest control or odours.