



LOCKER USAGE AGREEMENT

Lockers are provided at Wadalba Community School (WCS) in partnership with the P&C Association.

The purpose of these guidelines is to ensure responsible use of lockers. It is understood and agreed, that locker use is a privilege and subject to termination if the guidelines and procedures are not followed.

AVAILABILITY	<ul style="list-style-type: none"> - Locker rental is available on a first-come first-served rental paid basis. - Locker rental is purchased online via Flexischools. - Locker usage and combination lock rental fee for the year, Terms 1, 2, 3 and 4 is \$50.00. - Hire fees will not be refunded if the hire ceases early for any reason, including student leaving WCS.
LIABILITY	<ul style="list-style-type: none"> - WCS and our P&C Association shall not be in any way liable or responsible for any loss of, theft of, or damage to, any property which is stored in the lockers at any time.
PIN LOCKS	<ul style="list-style-type: none"> - Lockers should be kept locked by students at all times - Students should keep their locker combination private and not share it with another student. - Students are not allowed to open or attempt to open another student's locker. - The principal and the <i>P&C Locker Admin</i> will hold the combination to the assigned locker.
LOCKER USE	<ul style="list-style-type: none"> - Students are to access the locker area before/after school and/or during meal break times. NO access is permitted during class time or between timetabled classes. - Students are not to share lockers. - Students must immediately report inappropriate or intimidating behaviour surrounding lockers. - Students will ensure the assigned locker is clean, hygienic and in good condition inside and out at all times by not storing food, drinks, rubbish or other perishable items. - Students are not to keep items of a personal or private nature in their school locker. - Signage, stickers, fixtures, shelves, hooks or other materials are not allowed on the lockers. Marking or altering in any way, either the interior or exterior of the locker, is not permitted. <i>The students can attach their timetable to the inside the locker with Blutack.</i> - Any locker malfunction should be reported to the school office immediately. - Repairs for any type of damage caused by misuse or carelessness, will incur a cost, charged directly and immediately to the student and parents/guardians will be liable. - The locker area is locked with no student access outside of school hours, weekends or holidays. - Students will not pass on the locker combination to another student when they no longer want the locker, but instead will notify the <i>P&C Locker Admin (lockerpc@wadalbacs.com)</i>. - CCTV cameras may be in use for surveillance in and around the locker area. - Lockers must be cleared of all belongings by the final day of each term and left empty over the course of the school holidays.
LOCKER SEARCHES & INSPECTIONS	<ul style="list-style-type: none"> - Lockers cannot be used to store harmful, offensive, inappropriate or illegal items - Food or drink must not be stored overnight in the lockers. - The school principal or nominated executive staff member reserves the right to search lockers. - A locker search can take place without notice and may take place without the students' knowledge.
CLEARANCE	<ul style="list-style-type: none"> - At the end of the year, it is the student's responsibility to empty out the locker by 3.00pm on the second last day they are officially required to attend school. - The student agrees to clean out their locker when requested. - At the end of the hire period, lockers must be left in a clean, well maintained state. No responsibility is taken for any items that are left in lockers which are removed and discarded. - A cleaning fee of \$20 and/or repair fee if lockers are not left in an acceptable condition will be charged.

Students not abiding by these Guidelines risk their locker being forfeited, and the re-issue of the locker to the next student from the waiting list. If a student breaches any of the conditions of use, the consequences may include:

1. The removal of locker privileges and refunds will not be given in this instance.
2. Payment for any damage caused by deliberate or careless acts.