



Dulwich High School
of Visual Arts & Design

LOCKER POLICY

DULWICH HIGH SCHOOL OF VISUAL ARTS & DESIGN

Policy Requirements

- All lockers remain the property of Dulwich High School of Visual Arts & Design.
- The school assumes no responsibility for loss or damage of any item in a locker.
- Lockers are not to be used to store items which do not have a school and/or education function.
- A school representative has the right to inspect any locker if it is believed that there is a risk of:
 - Safety, physical injury or illness to any person
 - Damage to personal or school property
 - Violation of school rules and/or the law such as drugs, alcohol, weapons etc.
 - Inappropriate use of the locker.
- A school representative may seize any illegal or unauthorised item in the locker, and the police informed when appropriate.
- Students are responsible for the maintenance and cleanliness (including food) of their assigned locker for the duration of hire.
- Any damage or vandalism to the inside of the locker is to be repaired/cleaned at the hiring student's expense.
- *All students wanting a locker for medical reasons must provide clear documentation, including a written medical diagnosis from the treating doctor outlining the student's condition(s) and how a locker would support them.*

Application Procedure

A student:

1. Submits a signed Locker Application Form to their Student Advisor for approval.



2. Presents to the front office:

- approved application form
- \$20 locker fee and
- a personal lock key (or code) with your name labeled.



3. Receives a locker allocation number to begin use.

Applications may be declined if: no lockers are available or previous issues with student following this policy and the behavior management policy

Please note: students have 48 hours to report any previous damage, graffiti and/or issues with their assigned locker to the finance office. This will be recorded on their application form for later reference.

Locker return procedure

1. The student must empty and clean their locker no later than Term 4, Week 6 of the hire year.
2. A locker inspection will be undertaken of each hired locker after this date, with any remaining lockers being cleared out and if required personal locks removed.
3. After the inspection students will then retrieve their spare key from the finance office.
4. Any expenses resulting from ill-care or damage of the locker, not reported during the application procedure, will be billed to the hiring student.

LOCKER APPLICATION FORM

I agree to the locker policy and will adhere to the conditions outlined. I understand that if lockers are "shared", then the responsibility is also shared regardless of who causes any damage, vandalism or cleaning costs to the rented locker. I am aware that approval for a locker is dependent on the student providing the monetary fee and copy of personal lock key/code to the finance office.

Student Name:

Signature:

Date:

Parent Name:

Signature:

Date:

Office Use Only

Approved

Declined

- Copy of application received.
- \$20 Fee paid.
- Spare personal key or combination code provided.
- Previous damage reported (48 hours to report this information to the finance office). Details recorded below.

Locker Number:

Student confirms receiving locker number and has use of, and responsibility for, the care of the locker for remainder of the current school year.

Student Name:

Signature:

Date:

Application processed by:

SASS:

Date:

Notes and/or any previous damage:
