1 February 2017

Dear Parents/Carers,

Lockers will be distributed to students during Week 3 and 4. Lockers are to be used for the storage of books, folders and any valuables such as netbooks.

If a student wants a school locker they must use a school provided lock. The cost of locker hire is a one off payment of $12.50. Students who haven’t had a locker before will need to make this payment before a locker is allocated. The money is to be paid to the College Office, the students will collect a receipt and then the Year Coordinators will allocate lockers. Students are only required to fill out a locker agreement form for the initial hire. This locker hire agreement form is to be returned to the College Office.

Generally students share a locker, with both students given access to the combination lock. However, individual lockers will be available at the discretion of the Year Coordinators.

Conditions:

- Students will return the Locker Hire Form and $12.50 to the College Office before hire begins. This is a one off payment.
- The student must provide access to his/her locker at any time should this be requested by a staff member.
- Forgotten combinations will never be taken as excuses for late submission of assignments which may have been left inside the locker. Combinations can be obtained from Year Coordinators.
- Locker combinations must not be shared with others, apart from those who share lockers.
- Stickers are not to be used at any time either inside or on the door of the locker.
- Graffiti is a form of vandalism. If any graffiti is found in a locker or any other form of vandalism, the student or students to whom that locker belongs will forfeit its use immediately and will be required to pay for the repairs.
- At the end of the year, the locker is to be cleaned thoroughly on the inside by the student to whom the locker belongs.
- If a student should damage or lose their lock there will be a $12.50 replacement charge.

Accepting the use of a locker implies a thorough understanding of and adherence to the conditions above.

Yours faithfully,

Mark O’Farrell
Principal
LOCKER HIRE FORM AGREEMENT

I .............................................. (name) of Year ........ agree to the conditions of locker hire.

Conditions:
- Students will return Locker Hire Form and $12.50 (for those who haven’t previously paid) to the College Office before hire begins.
- The student must provide access to his/her locker at any time should this be requested by a staff member.
- Forgotten combinations will never be taken as excuses for late submission of assignments which may have been left inside the locker. Combinations can be obtained from Year Coordinators.
- Locker combinations must not be shared with others, apart from those who share lockers.
- Stickers are not to be used at any time either inside or on the door of the locker.
- Graffiti is a form of vandalism. If any graffiti is found in a locker or any other form of vandalism, the student or students to whom that locker belongs will forfeit its use immediately and will be required to pay for the repairs.
- At the end of the year, the locker is to be cleaned thoroughly on the inside by the student to whom the locker belongs.
- If a student should damage or lose their lock there will be a $12.50 replacement charge.

Signed ................................................ (student)

Signed ................................................ (parent)

- I have a locker partner ................................................................. (name)
- I require a locker partner