

School Locker Conditions of Use

This document is also available to view in the School Life area of the Academy's website.

Date _____

Student Name _____

I understand and agree that the use of any locker assigned to me is subject to the following conditions.

1. I will use only the locker assigned to me and cannot choose its location.
2. I will **not** share my school locker.
3. I will **not** share my locker combination with anyone.
4. I understand that school lockers are school property but I am responsible for anything stored in the locker.
5. I will not alter the appearance of my assigned locker with stickers, numbers or name signage.
6. I will not damage my locker deliberately and if I do then any damage to the locker will be my responsibility. If damages occur, I may be charged a fee for cleaning and/or repairs.
7. It is my responsibility to notify Student Services if I have any problems with my locker.
8. I will only use the lock that has been provided by Student Services so that the master key can be used in an emergency. If I use any other lock not provided by Student Services that lock will be cut off.
9. New locks will be supplied at a cost of £10.00
10. I agree to empty my locker at the end of the school year.

Note: This contract is valid for the entire time the student is enrolled at Chiltern Hills Academy, up to Year 11. If any of the above conditions are not met then the Academy has the right to withdraw the use of the locker from the student.

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School Lockers: Tips and Suggestions

- Keep your locker number and combination written down on a scrap of paper, in a wallet, and/or in a binder until you remember it. Remember to keep the information private so that no one else knows your combination.
- If you are worried about finding your locker, look for a landmark such as a classroom number to help.
- Lockers are used to store coats, books, PE kits and other school supplies. It can be helpful to keep a few extra school supplies in the locker, such as pens or pencils.
- Lockers aren't refrigerators or pantries. Food items should not be stored in the locker, except for your lunch for the day.
- If your locker sticks, or if you have trouble opening it, go to Student Services for assistance.
- Lockers aren't the place to keep valuable items such as large sums of money or electronics. If something is stolen from your locker, go to Student Services and report the theft.
- The key to keeping a locker organised is to clean it out at least once a month. Make sure you don't throw away any current assignments or homework.
- Please empty your locker at the end of the school year.

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