

## SCHOOL LOCKER AGREEMENT

### £10 NON- REFUNDABLE FEE



**This agreement is between Altwood Church of England School and the named student. The student using the specified locker agrees to abide by the following terms and conditions of use:**

1. We have a limited number of lockers throughout the school that we hire out to students on a first come first served basis.
2. You are required to pay a one off non-refundable fee of £10 for the use of a locker to cover your child's academic time at Altwood. Payment can be made online by credit/debit card via the school website or cash at the school office where a receipt will be given.
3. You will need to supply your child with a large padlock (with a locking bar/hasp no wider than 5mm in diameter and at least 35mm in length). Please note that a luggage lock is generally too small for the doors, and locks with a thin flexible hasp do not securely lock the door.
4. Random checks of all lockers will be made throughout the year and any locker being used that has not been paid for will have the padlock cut off, and the contents taken to Lost Property.
5. The locker is provided for student use to store ***school equipment*** and the school does not accept responsibility for any items lost or stolen.
6. The student will use the locker responsibly and not store valuable items such as jewellery, money or mobile phones in it, for which the school cannot accept liability. Perishables, such as food, are also not to be left in lockers.
7. All lockers must be emptied and the lock removed before the summer holidays.
8. The locker must not be forced or defaced in any way. Any such action witnessed may result in disciplinary procedures being taken.
9. The student will be allowed access to their locker during registration and at the beginning and end of break and lunch. All equipment required must be retrieved during these periods.
10. All lockers are school property and, as such may be subject to a random periodical search where a member of school staff will be present. Any items deemed dangerous or unsuitable may be removed and the student informed.

Signed: \_\_\_\_\_ (student)

Student Name: \_\_\_\_\_ (printed)

Altwood Staff (name): \_\_\_\_\_ Date: \_\_\_\_\_

#### **Details (to be completed by staff member)**

Locker Location: \_\_\_\_\_

Locker Number : \_\_\_\_\_

#### **Payment Information:**

Payment Received: (tick)

£10 Online: \_\_\_\_\_

£10 Cash: \_\_\_\_\_