



Locker Application

Date: _____ Student Name: _____ Care Class: _____

I wish to apply to use a locker during year 20_____

- Once application is approved you will be notified via invoice to present at student counter with payment.
- \$40 payable on approval of locker application (\$15 hire fee, \$25 refundable deposit).

Preferred Locker Location: C Block F Block L Block V Block MPS

I have read and understand the Pimlico State High School Student Locker Policy and Procedure.
(see reverse of this form)

Parent / Caregiver Name:

Parent / Caregiver Signature:

Phone Number

Student Signature:

OFFICE USE ONLY		Verified
Y / N	Student must show proof of own laptop device	
Y / N	All previous year's school fees paid in full	
Y / N	Current year's school fees paid in full or payment plan in place	
	\$40 payment receive – Receipt #	

Locker Number Assigned Combination Lock Issued Date Student Signature

Application for Refund / Credit - Office use only

Date: _____

Combination Lock Refund: _____
Staff Signature Date

Locker checked, verified, clean & undamaged: _____
Staff Signature Date

\$25 refundable deposit received: _____ Refund / Credit Approved: _____ Refund Processed: _____ Locker Unassigned: _____

Student Name: Student Signature: Date:

1. Purpose

- This Policy outlines the conditions under which students will be considered for a locker at Pimlico State High School to ensure that they are effectively managed.

2. Policy

- The Principal is responsible for establishing policy and procedures for the management of lockers.
- Students are responsible for submitting an application for a locker.
- Students are responsible for the assigned locker.

3. Procedures

3.1 Lockers

- All lockers are the property of Pimlico State High School.
- Lockers are available for lease to students on an annual basis.
- Priority will be given to students who require extra equipment/clothing requirements.
- All previous years school fees must be paid before approval for a locker is given.
- Students are to obtain a Locker Application Form from the Student Counter or download an application form from the school website pimlicoshs.eq.edu.au
- Pimlico State High School assumes no responsibility for loss or damage of any item in a locker, locked or unlocked.
- Access to lockers is to be done before/after school and/or during break times.
- Lateness to class because of lockers could mean loss of locker privileges.
- Lockers are not to be used to store items banned from Pimlico State High School. This includes items prohibited by State Law (eg. weapons, drugs, alcohol, cigarettes, vapes, pornographic material etc.) and any potentially dangerous items.
- Possession of illegal substances or illegal items will result in criminal proceedings.
- Other items prohibited include but are not limited to
 - Aerosol/Spray cans (deodorant, paint etc.).
 - Cigarette lighters and matches.
 - Liquid paper, Nikko pens and laser pointers.
- The Principal, or person(s) delegated by the Principal has the right to forgo any use of lockers, access and carry out all searches of lockers to assure safety for the school community.
- A student using a locker which is the property of the school is presumed to have no expectations of privacy in that locker content.
- Sharing a locker with another student is not permitted.
- Lockers are to be kept clean and all care taken in their use. Abuse of lockers will forfeit use privilege
- No stickers, pictures, names or graffiti is permitted. Marking or defacing any locker will forfeit use privilege
- Students and parents/caregivers cannot appeal the decision of the school relating to the allocation of lockers.

3.2 Keys and Padlocks

- All padlocks are the property of Pimlico State High School.
- Only padlocks provided by Pimlico State High School are permitted.
- Padlocks are to remain with the locker at all times.
- Requests for assistance to reset combinations can be made through the Student Counter.
- A replacement charge will be incurred if a padlock is lost, broken or stolen.
- Padlocks are to be returned to the Student Counter prior to the student leaving Pimlico State High School where the application for refund can be completed.

3.3 Inspection of Lockers

- An inspection of all lockers will be conducted at any time throughout the year by the Principal or delegate(s) without notice and without parental/caregiver or student consent.
- This may include Police Officers.
- Inspections will be done if it is believed that there is a risk of:
 - an interference with school purpose or educational function;
 - physical injury or illness of any person;
 - damage to personal or school property;
 - violation of School Rules, Department of Education Policy and/or the Law such as drugs, alcohol, weapons etc;
 - to retrieve school material and/or equipment; and at the conclusion of each school semester.

3.4 Seizure

- The Principal or delegate may seize any illegal or unauthorised items in the locker, or any other items reasonably determined to be of a potential threat to the safety or security of others. The Police will be informed of any illegal or dangerous items.

3.5 Locker Maintenance

- It is the student's responsibility that the locker remains in good condition.
- Students are to use lockers exclusively to store school related materials and authorised personal items such as outer garments and footwear.
- Students are solely responsible for the contents of their locker.
- Students shall not use the lockers for any other purpose.
- Food is not to be left in lockers more than 24 hours.

3.6 Cost

- The cost relating to the leasing of the school lockers will be determined by the Business Manager. The cost has been determined to be \$40 per locker per calendar year (comprising of \$15 hire fee and \$25 refundable deposit)

3.7 Refund

- A \$25 refund/credit will be paid upon application with the return of assigned combination lock and verification the locker has been left clean and undamaged.
- Failure to request a refund prior to departure from school will void eligibility for refund.