

CEIST

Catholic Education  
An Irish Schools Trust



## School Locker Policy

## **Through implementation of this policy, we expect the following:**

- ✓ Students will be assigned a locker at the start of the school year.
- ✓ The school locker remains the property of the Presentation Secondary School, Wexford for the entire school year. The school reserves the right to withdraw a locker from a student if deemed necessary.
- ✓ The cost of school locker is €25.00
- ✓ Please note a €5.00 fee is incurred if a locker key is not returned or lost
- ✓ All students need to purchase a lock at the beginning of the school year
- ✓ Locker must be locked at all times.
- ✓ Lost locks will be replaced at student's/parent's expense
- ✓ Lockers that cannot be opened can only be opened by the Caretaker.
- ✓ If a student requests that their lock be cut off, then they must replace the lock at their own expense.
- ✓ Lockers are for the temporary storage of school supplies and personal items necessary for use at school.
- ✓ Long-term storage of foodstuffs in lockers is not permitted.
- ✓ The personalisation of lockers is not permitted.
- ✓ Care and Maintenance is essential
- ✓ Students can access their lockers prior to 8.50am, break time & lunchtime and after school only.
- ✓ There will be no access between classes or tutor time – don't ask teachers for permission
- ✓ The Principal/Deputy Principals may assign times only.
- ✓ Lockers that are unlocked will be emptied.
- ✓ If your locker is emptied you can locate your material in School Locker Coordinators room
- ✓ If another student is occupying the locker you were assigned please inform School Locker Coordinator or your Year Head
- ✓ If your locker is broken/damaged, please inform School Locker Coordinator, or your Year Head
- ✓ Misuse of locker facilities will result in withdrawal of locker privileges.
- ✓ No dangerous or illegal items are allowed in the lockers.
- ✓ Items are placed in lockers at the student's risk.
- ✓ School management is not responsible for items placed in lockers.

## **End of school year:**

- ✓ Lockers to be cleared of all contents.

## **Procedure for inspecting a student's locker**

- ✓ The school retains the right to inspect a student's locker and its contents to insure that the locker is being used in accordance with its intended purpose.
- ✓ The Principal or their designee shall conduct all inspections of student lockers.
- ✓ Before a particular student's locker is inspected, the student, if present on the school premises, will be contacted and given the opportunity to be present during the inspection unless circumstances require that the inspection be conducted immediately in order to protect the health and safety of others present on school premises.