

2022 LOCKER AGREEMENT

Lockers are available at Riverside Girls High School to support student wellbeing and to enable the secure and convenient storage of school-related equipment and to minimise the need to carry it throughout the day.

COST OF LOCKER HIRE

- An amount of **\$30** will be paid to use a locker per calendar year or part thereof.
- This cost is **non-refundable** and will pay towards the general upkeep and commercial cleaning of the lockers each term.
- **Damage to the lock and or locker** will incur an additional cost if it is identified that the damage was deliberate.
- Once a locker has been hired, no refunds for unused portions of time will be made.

LOCKER USAGE

- Lockers are PIN coded. Students create the PINs themselves. **PIN for lockers should not be given to anyone** – including friends.
- Students are only permitted to access lockers **during breaks** – *ie before school, recess, lunch and after school*.
- Access to the lockers should be brief, with minimal noise or disruption in the area of the lockers.
- Students are not to loiter in the locker areas. Please move to where you are meant to be ASAP.
- Lockers should not be defaced in any way, either with stickers or writing. However, a timetable may be attached to inside of the locker with Blotack.
- All instances of vandalism to the lockers or locks should be reported to the Front Office.
- Only the hiring student is to use the allocated locker.
- **Food or soiled clothing should not be stored** in the locker overnight.

RESPONSIBILITY AND LIABILITY

- All **risk and responsibility** for items placed in lockers rests with the student, ensuring that the locker is locked securely following every visit.
- IT equipment (laptops, mobile phones, ipads/watches etc) or any other item of value **MUST NOT** be kept in lockers overnight.
- **The school is not be liable for any loss or damage to items stored in lockers.**
- Random locker checks will be held during the school year (if the need arises). Students will be requested to be in attendance at these times.
- Failure to abide by this agreement and its rules, may result in the loss of the locker.
- Students need to empty their lockers in the final week of each term as lockers will be commercially cleaned during the holidays.

GENERAL INFORMATION

- Hiring in one year does not mean that hiring in the next or subsequent year is automatic. A new Locker Agreement is to be completed each year
- Locker PIN codes will be reset by the school at the end of the school year.

METHODS OF PAYMENT

- Payments can be made online via the schools website: <https://riversideg-h.schools.nsw.gov.au/> – click on “make a payment” and follow the prompts. In the “**Other**” field, please ensure to indicate “**Locker**”.
- Payment can be made in person by cash, EFTPOS, cheques or credit card.
 - Please make cheques payable to Riverside Girls High School

RIVERSIDE

GIRLS HIGH SCHOOL

RETURN OF LOCKER AGREEMENT FORM AND PROCEDURES FOR LOCKER DISTRIBUTION

1. Locker Agreement form is to be completed and returned to Front Office
2. Payment must be finalised – online or at Front Office.
3. Students should check the Daily Notices for where and when you need to attend for locker allocation.
4. Students will establish PIN code in the presence of a staff member.
5. Please empty lockers by the end of each term.
6. Anything left in lockers at the end of the school year will be removed and disposed of.

In hiring a locker, I understand and agree to the above conditions and the Locker Agreement overleaf:

Student Name: _____ Year: _____

Student Signature: _____ Date: _____

Parent/Carer Name: _____

Parent/Carer Signature: _____ Date: _____

Student height: _____ cm (approx.)

