



**LORETO SECONDARY SCHOOL,
CLONMEL**

Lockers Policy

**Ratified by
The Board of Management
on 9th April 2019**

Locker Policy for Loreto Secondary School, Clonmel

All lockers assigned to students are the property of Loreto Secondary School, Clonmel. In other words lockers are not the property of students, rather **students have the use of them during their time in school** and this use comes with definite responsibilities. At no time does the school relinquish its ownership of lockers.

Lockers are intended to assist students with their daily school activities and are assigned to students for use during the school year based on the following:

- Students pay the school a sum of money for the use of the locker for the length of the school year (the amount is noted when the school expenses details are sent to each family).
- Students receive the key to the locker at the start of the school year and lockers **MUST** be locked at all times.
- Students are responsible for their assigned locker.
- Students should keep lockers clean and organised.
- Books, etc., not stored in the locker must be stored in a closed bag on the bag racks.
- Students participate in a clean-up rota to maintain locker areas in good order.
- All belongings should be stored in lockers or on racks.
- Students are responsible for safeguarding their own property at all times.
- The school is not responsible for loss or theft or damage of material stored in lockers or on racks.
- Access to lockers is permitted before school, at break time, at lunch time and after school. Outside these times students need a teacher's permission to access lockers.
- If a locker requires maintenance, please inform an SNA or the Deputy Principal.
- In the event of a student mislaying or losing the locker key, a new a new key can be purchased from the school at the cost of €10.

In taking up use of a locker a student and their parent/guardian agree to the above.

This Policy was agreed on the date noted below and will be reviewed in 3 years.

Signed: _____

Chairperson of Board of Management

Date: _____

Signed: _____

Principal

Date: _____