
JHS LOCKER POLICY AND PROCEDURES

2024 - 2025



Jerrabomberra High School

Locker Policy and Procedures (2024-2025)

Purpose

The purpose of this policy is to ensure that school lockers are used in a safe, responsible, and respectful manner. Lockers are provided to students for the storage of personal belongings, books, and school-related materials. This policy outlines the rules and expectations for the use of lockers.

Assignment of Lockers

Families who have purchased a locker will have their locker assigned via a ballot system to ensure equity in the distribution of the lockers.

Students are NOT PERMITTED to swap the lockers with other students once assigned. Students found swapping lockers will lose their locker privileges.

Students are responsible for maintaining the cleanliness and condition of their assigned lockers.

2025 – Students who have not purchased a locker may request a locker in 2025. These lockers will be issued via a ballot system and will be handed back to the school at the end of the school year.

*****All students are required to sign a Locker Hire Agreement prior to being allocated a locker*****

Locker Security

Lockers must be kept locked at all times when not in use. The school is not responsible for any lost or stolen items.

Students are to provide their own padlock – this can be keyed or coded.

Students should not share their locker combination or key with others.

If a student forgets their combination or loses their key the school is able to remove the padlock with the use of bolt cutters.

Prohibited Items

The following items are strictly prohibited from being stored in lockers:

Any DoE prohibited items including but not limited to weapons, knives or any item that could cause harm.

Illegal substances, including drugs and alcohol.

Tobacco products, including e-cigarettes and vaping devices.

Suspected stolen property.

Perishable food items that may spoil or attract pests.

*****If the school suspects there are any items which are prohibited to be at school and the student refuses to give the Deputy Principal or Principal access, we reserve the right to cut the students padlock and examine/search the students locker*****



Locker Maintenance and Cleanliness

Lockers must be kept clean and free of food, trash, or other debris.

Students are not allowed to decorate the outside of their lockers

Students are not allowed to decorate the inside of their lockers in a way that is permanent or causes damage. Temporary decorations must be appropriate and must be removed if deemed inappropriate by school staff and when the locker is returned to the school.

Locker Inspections

Lockers are the property of the school and may be inspected by the Deputy Principal or Principal at any time if there is a suspicion of inappropriate use or prohibited items. Inspections may be conducted for safety, health, or security reasons.

If a student's locker is found to contain prohibited items, disciplinary action may be taken in accordance with the school's behaviour management procedures.

The school reserves the right to cut the lock on any locker if there is reasonable suspicion that it contains banned items or materials that pose a threat to the safety and security of the school community.

Students found to be breaching the expectations of locker use – including interfering or damaging other students lockers will have their locker privilege removed and may face disciplinary actions.

Use of Lockers During School Hours

Students are permitted to access their lockers on their way to session 1 (not prior to 8.55am), and on their way to breaks or other sessions throughout the day (start or end of breaks only).

Students are not permitted to leave class to access their lockers.

Loitering around lockers during class time and breaks or blocking access to other students' lockers is not allowed.

Repeated lateness to class or inappropriate access during breaks may result in the loss of locker privileges.

Consequences of Misuse

Failure to comply with this locker policy may result in the loss of locker privileges, detentions, restorative conversations or other disciplinary actions as deemed appropriate by the school.

Students caught vandalising or damaging lockers **will** lose their locker privileges for the remainder of the school year or a period determined by the Deputy Principal or Principal.

Replacement padlocks will be the responsibility of the student and parent/carer.

Reporting Issues

Any problems with lockers, such as damage, theft, or malfunction, should be reported to the school services immediately so action can be taken.



Locker Hire Agreement

By signing this form, I understand and agree to the following.

- I have read the JHS locker policy and understand my responsibilities of having a locker
- I understand that I cannot swap my locker and that I am responsible for any items that are found in my locker
- I understand I am not allowed to decorate the outside of the locker at all and that the inside cannot have any permanent decorations such as text or stickers etc.
- I understand that I am required to open my locker if instructed by the Deputy Principal or Principal who can request and search at any time if there is a suspicion of inappropriate use.
- I understand that if I do not follow school expectations in relation to locker use, my lockers privileges may be removed.

Name: _____

Date: _____

Signature: _____