



Policy on School Lockers/Locker Rental

(Referred in section 2.10 of the Code of Behaviour of Colaiste Choilm)

- A designated teacher allocates a locker to every student at the beginning of the school year and each student is expected to keep his locker in good condition.
- The cost of repair to a damaged locker may be charged to the student, particularly if it has been done deliberately or is due to carelessness.
- Students should report any instance of damage to or vandalism of their lockers to the designated teacher and the caretaker immediately.
- Students are expected to respect all lockers, which remain the property of the school at all times.
- During the school term, a locker may only be searched in the presence of the student concerned or his parents/guardians and the school will not open a locked locker unless instructed to do so by the student concerned or by his parents/guardians.
- Locker rental costs €20 per annum. Padlocks are supplied by the school. Students must return keys at the end of the year. Any loss of keys or damage done to locker may result in an additional charge.
- A padlock must secure the student's locker at all times; this is the responsibility of the student and he must keep his possessions in the locker unless they are required for class.
- Students must use school issue padlocks and every student must keep his keys securely and never entrust them to another student.
- The school does not accept any liability for loss or theft of property from a locker, when a key has been given to another student or when a different type of padlock has been used.
- If a student does not possess the keys to his padlock and requires the padlock to be cut off from his locker, he must purchase a new padlock from the designated teacher before his old padlock can be removed.
- Upon purchase of a padlock from the designated teacher, the student must provide a receipt to the caretaker signed by the designated teacher before the existing lock is cut.
- The school reserves the right to cut off a padlock from a locker that has been left open and/or to secure an open or unlocked locker with another padlock; the student may retrieve the keys to this padlock from the designated teacher upon payment of the cost of a new padlock.
- Students must only use lockers at the specified times unless given written permission by a teacher. Failure to follow the correct procedure on three occasions may result in confiscation of the locker.
- Only material relevant to school business may be kept in locker. No food may be kept in locker overnight.
- Students will at no time be excused homework on the basis that books or copies are in the locker rather than at home. The locker must be completely emptied at the end of the school year. Students who do not follow this instruction will not be allocated a locker in future years.