

Locks and Lockers Policy

Rationale

Western Port Secondary College provides a single locker for each student at the beginning of each year. This provision allows students a place to store their bags, lunch and classroom materials when not in use. Students found misusing theirs or others locks and/or lockers will be liable to a range of sanctions (detailed below).

Expectations

- Our college supports the use of lockers to avoid OH&S risks with bags and unsanctioned items in class
- Student belongings are to be kept secure when not being used.
- Students are to ensure locker is locked after each use
- Student must use a college approved padlock
- Students are not permitted to share or use a locker that is not allocated to them
- Keys are the responsibility of individual students and should be kept safe at all times. (W.P.S.C recommends the use of a keychain or lanyard)
- Students must arrive at school early enough to collect equipment needed for Period 1 and 2. All other possessions are to be placed in lockers.
- Students are only permitted to use lockers before school, at recess, lunchtime and afterschool. Students should not need to return to lockers during or between classes.
- No student is to touch, tamper or damage another students lock or locker
- If a student forgets their locker key they may see the Attendance Officer for their year level and request to have their locker opened. Lockers will be opened before and after school only. (see sanctions below)
- Lockers remain the property of the college at all times and should be treated as such
- No unauthorised or inappropriate material/items are to be stored in lockers

Sanctions

Students found breaching any of the expectations above will be subject to the following consequences:

- Warning and remind of expectations
- Loss of locker privileges for a set period of time (items to be kept in coordinators office during that time)
- Lock replacement (at a cost to student)
- Key replacement (at a cost to student)
- Detentions and or suspensions
- Community service
- Reimbursement of costs to fix/replace damaged locks or lockers
- Confiscation of all unsanctioned items from lockers if found

Missing key specific sanctions

First offence	Warning and locker opened for student
Second offence	Parent notified, locker opened, student makes up lost time
Third or further offences	Locker opened, student makes up lost time