



St Modan's High School



Locker Protocol

At Modan's HS, we have approximately 450 lockers. The lockers are hired out for a one-off charge for the duration of a pupil's school career. The lockers are for individual pupil use for the storage of school equipment like PE kit, jotters etc

Pupil Responsibilities

When a locker is issued to a pupil, it is the pupil's responsibility to:

- Maintain the locker in a clean and hygienic manner
- Keep the locker free from damage including graffiti
- Report any damage immediately to Mrs Keeley at Checkpoint
- Clear the locker out before the summer holidays to ensure it can be cleaned and fit for use in the new term
- Keep the key safe and return it when vacating the locker
- Avoid keeping expensive electronic equipment or large amounts of money in lockers

Replacement Locker Keys

Should a pupil lose their locker key, a replacement key can be arranged at a cost of £8. For this service, pupils should see Mrs Keeley. The payment for replacement keys must be made **prior** to receiving the replacement key.

Allocation of Lockers

Cost of lockers: £20 rental fee and £5 refundable deposit if the key is returned and the locker is undamaged.

The demand for lockers often exceeds the number of lockers available. Therefore the following protocol has been agreed.

Firstly, locker allocation is prioritised as follows:

1. Senior pupils will be prioritised when it comes to allocating lockers. S4/5/6 students studying Nationals/Higher/Advanced Higher Courses often have to carry heavy text books with them on a regular basis therefore they are allocated lockers first.



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2. A small number of lockers will be issued as a priority at the discretion of PTs PSD/PT ASN. This may be for pupils who have a particular physical need or other additional support need.

Remaining lockers will be allocated as follows:

- Pupils who would like a locker will be asked to sign up for a locker over the course of two specific lunchtimes. The days/dates will be announced on the tannoy and in the school bulletin notices. (No rental money is required at this stage)
- All pupils who sign up will have their name entered into a draw.
- Pupil names will be drawn for each available locker. Ten reserve names will also be drawn in order.
- Lists of all pupils who will be allocated lockers and names of reserves from the draw will be posted in the atrium.
- Pupils will then be given **5 school days** to bring in the full payment of £25 pounds.
- Money for lockers should be paid at Checkpoint during interval and lunchtime.
- If after the 5 school days, a pupil has not brought their rental money, the locker will be allocated to the first reserve pupil.
- This process will continue until all available lockers are allocated.

Waiting Lists for Lockers

When all lockers for an academic session have been allocated, there will be an opportunity to go on a waiting list and should lockers become available, they will be issued to those on the waiting list. The ten drawn reserves (who were not allocated a locker) will be the first names on the waiting list. Other pupils can put their name on the waiting list by speaking to Mrs Keeley at Checkpoint. At the end of each academic year the waiting list will be cleared and the allocation process will start again.

Pupils and parents/carers should note the following points before applying for a locker:

- There is no guarantee of a locker in S1 to S3.
- The school reserves the right to remove a locker from a pupil, without return of the deposit, if the locker is vandalised or abused in any way by the pupil.

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- If a pupil/family have any concerns about the cost of the locker, the pupil should speak in confidence to their PT PSD and an arrangement about payment can be explored. The cost of a locker should not prohibit any pupil from having a chance at accessing this school facility.
- All money raised through locker rental goes straight into the school fund and is used to purchase resources for all pupils at St Modan's.