



LAERSKOOI DORINGKLOOF PRIMARY

LOCKER POLICY

1. Introductory Statement

- This policy outlines to parents and learners the rules regarding the allocation and use of school lockers at Laerskool Doringkloof Primary.

2. Rules of usage

In order to implement the school policy concerning learner lockers, the SGB adopts the following rules and regulations:

2.1. Locks

- Each learner is responsible for purchasing a lock for his/her locker.
- Where learners use a lock and key (as opposed to a combination lock), they are advised to hand in at the office an additional key in a zip-lock bag, with their name, grade and locker number attached.
- Whether a locker is rented annually by the school or is purchased as a private locker (as defined under Section 3), school officials have the right to open and inspect the locker as defined under section 2.3 of this document.
- Should any learner place a lock on a locker that has not been allocated to him/her, the school retains the right to cut such lock without prior notification to the learner or parent.

2.2. Use of Lockers

- Lockers are to be used to store books, school supplies, sporting equipment and personal items necessary for use at school.

- Lockers may not be used to store items which cause, or can reasonably be foreseen to cause an interference with school purposes or an educational function or which are forbidden by law or school rules, such as cigarettes, drugs or drug paraphernalia, beverage containing alcohol, any flammable substance, any stolen items or any obscene material.
- Should a learner decide to keep their cell phone and/or any other electronic devices in their locker, the school shall not be held liability should said devices disappear from the locker.
- Students will be expected to keep their lockers in a clean and orderly manner.
- Should a learner willfully damage a locker, such student will forfeit the use of lockers for the duration of their school career and they school may hold the parents liable for repair costs.

2.3. Authority to Inspect

- The school management team and SGB retains the right to inspect all lockers on school premises.
- All inspections of lockers shall be conducted by a member of the School Management team and a member of the SGB
- The inspection of a particular locker will not be conducted unless the principal has a reasonable suspicion to believe that the locker to be inspected contains items which cause, or can reasonably be foreseen to cause an interference with school purposes or an educational function (“Reasonable suspicion” as used in these rules may be based on a number of factors including (1) information received by the principal from teachers or learners, law enforcement officer(s), or (2) the past records of the learner whose locker is to be inspected, or (3) the seriousness of the problem to which the search is directed, such as violence or drug use in the school, and (4) the behavior of the learner, for example, indications that the student is intoxicated.
- Before a particular student’s locker is inspected, the learner (or learners if more than one have been assigned to a locker), if present on the school premises, shall, where possible, be contacted and given the opportunity to be present during the conduct of the inspection unless circumstances require that the inspection be conducted without delay in order to protect the health and safety of others present on school premises.
- Whenever an individual locker has been inspected under this rule without the learner’s presence, the principal shall notify the learner of such inspection as soon as practicable thereafter.

2.4. Locker Cleaning and Repair

- Nothing in these rules shall affect members of the custodial staff who, at the direction of the principal, clean out the locker of the student no longer enrolled in the school.
- Further, the custodial staff may, by instruction of the principal, open a learner's locker during any vacation period if they have reason to believe such locker contains rotting, spoiling, or mildewing items such as food, wet clothes, etc.

3. Types of use

The school offers two types of locker use namely (1) rentals from the school and (2) privately purchased lockers.

3.1. Lockers rented from Laerskool Doringkloof Primary

- Annually the school makes 180 lockers available for rental at an annual rate as determined by the school.
- The period during which a rented locker can be secured will be one day only and will be communicated to parents via SMS and other school communication methods.
- Lockers will be allocated on a first-come-first serve basis.
- Any rented locker can be used by a learner for one year only and rentals cannot be carried over to the following year.

3.1. Private lockers

- The school may, from time to time and as space allows it, provide parents with an opportunity to purchase lockers for their children's private use.
- It will be the responsibility of the parent to purchase the locker from a school approved supplier and transport the locker to the school premises.
- Only school custodial staff may mount the lockers to school premises at a place / in a space that the school deems appropriate.
- Such purchases may only take place after approval has been received from the school.

- Should a parent purchase a locker, the school must be informed of the following:
 - The parent name
 - The name of learner / learners who will be using the locker
 - The locker number
 - The date of purchase
- Purchased lockers will remain exclusive for the use of the family who purchased the locker for a maximum of 8 years.
- After 8 years the locker will revert to be property of the school.
- Should the child/children of the parents who purchased the lockers leave the school for whatever reason before the 8 year period is up, the parents may hand over the locker to another family of their choice for the remainder of the 8 year period.
- If a locker is handed over, the school must be notified of the change in writing.
- Failure to notify the school of a hand over will result in the locker automatically reverting back to being the property of the school.

4. Scope of the policy

This policy applies to all learners, parents and administrators in Laerskool Doringkloof Primary.

5. Communication and ratification

A copy of this policy is available to all members of staff and parents on the school website.

Thus adopted by the Laerskool Doringkloof Primary SGB