



Locker Hire Form

2025

I, _____, being the parent/carer of _____

in Year _____, wish to hire a school locker for all or part of the 2025 school year.

I/we understand and agree that:

1. The hirer is to provide a lock of their choice. (The school is not responsible for any self-provided lock.)
2. I understand this agreement is for all or part of 2025.
3. I understand and agree that we are responsible for the locker and this includes any damage which may include loss or damage to any fixtures and fittings ie. graffiti, scratches, broken or damaged hinges, doors or other fittings that can be attributed to the hirer etc.
4. The school has the right to access the school locker with or without direct permission from either the student or parent/carer of the student if the school has responsible grounds to believe that activities and/or substances outside school policy are taking place or inside or any other reason the school deems as reasonable and necessary.
5. The hirer is solely responsible to ensure the locker is cleared and the lock removed by the end of school year. Failure will result in the lock being removed and the contents disposed of. The school has no responsibility to return items to the hirer.
6. I/we acknowledge that I have read and understand Terms and Conditions of the school locker policy as detailed on the school website.

Signature of Parent/Carer

___/___/___
Date

Signature of Student

___/___/___
Date

(School Use Only)

Key and Locker issued to: _____ Locker Number: _____

Staff Signature

___/___/___
Date



School Locker Use Policy

Locker Use Guidelines

Policy Managers: Junior Secondary HOD / Middle Secondary HOD / Senior Secondary HOD

Principles and Purposes:

Caloundra State High School supports assigning school lockers to students for their use to provide a safe and healthy educational physical resource to students.

Guidelines and Procedures:

1. Lockers are assigned on a needs and availability basis.
2. Locks are the hirers' responsibility as they are not provided by the school.
3. Administrators and school staff shall advise students and their parents of the rules and conditions of locker use and searches at the time that the lockers are assigned, and throughout the year.
4. Notices shall include that lockers are subject to searches.
5. The locker is assigned to a student for use during the school year based on the following rules and conditions of use:
 - a) Students are responsible for assigned lockers (this includes any damage which may include loss or damage to any fixtures and fittings ie. Graffiti, scratches, broken or damaged hinges, doors or other fittings that can be attributed to the hirer.
 - b) The locker is not to be used by any unauthorised person and is to be kept clean, tidy and locked at all times. Lockers are to be accessed outside lesson / instruction time only.
 - c) Lockers are to be kept for the safekeeping of curriculum materials, CSHS uniform items and other small personal items. (No food or drink items are to be kept in lockers).
 - d) CSHS is not responsible for loss, theft or damage of material stored in student lockers.
 - e) The location of a student's scheduled classes will determine location of allocated locker. Timetable is reviewed at the time the locker is allocated.
 - f) No illegal substances, weapons or other prohibited or offensive materials are to be placed in school lockers.
 - g) All lockers will be inspected by staff regularly for compliance of use.
 - h) Permission to use the locker may be terminated where a student does not comply with the conditions of use or CSHS policies or rules.
 - i) Students who enter or attempt to enter another student's locker are subject to consequences outlined in the CSHS [Student Code of Conduct](#).
6. The hirer is solely responsible to ensure the lockers are cleared and the lock removed by the end of the school year. Failure to do so will result in the lock being removed and the contents disposed of. The school has no responsibility to return items to the hirer.

Student Locker Searches:

1. A student locker search may be undertaken if there are reasonable grounds to believe that a CSHS rule has been or is being violated and that evidence of the violation will be found in the student's locker.

The following criteria will be considered by a school administrator in the determination that reasonable grounds exist to conduct a search:

- (i) Information received to be credible from more than one student;
 - (ii) A staff member's own observation;
 - (iii) Any combination of these pieces of information which the relevant authorities consider to be credible.
2. CSHS officials may search a student locker in those instances where there exists reasonable grounds to do so and without prior notice in order to ensure compliance with the conditions of use and other CSHS policies and rules. Every effort will be made to ensure that the student and an additional staff member will be present when a locker is searched, except in an emergency situation.
3. All requests or questions regarding student locker searches will be referred to the HOD – Junior Secondary / HOD – Middle Secondary / HOD – Senior Secondary.
4. The Principal, Deputy Principal, HOD – Junior Secondary, HOD – Middle Secondary, HOD – Senior Secondary may invite a Police Officer to assist in a search where there is reasonable cause to believe illegal or dangerous materials or weapons may be in a student locker. In these instances, the Police Officer will determine how to proceed with the search and how they will be involved.
5. If a student has reason to believe that any locker contains material that may threaten the safety of other person, that student is expected to immediately report the information to a teacher or the school administration. The name of the student making the report will be kept confidential.