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ACN 141 160 483  
CRICOS Provider Code 03330B

## 030-PP-MGS Student Locker Guidelines & Procedures

### *Locker Assignment*

The School Administration Officer will issue a locker to students on “First-come, First- Served” basis, as only a limited number of lockers are available on the school campus.

### *Use of Locker*

All lockers assigned to students are the property of Macquarie Grammar School. In other words, lockers are not private property, and students are not to decorate the inside and/or outside of their assigned locker. At no time does the school relinquish its exclusive control of its lockers.

Students will be assigned a locker at the beginning of each academic year. When picking up locker keys, a signature is required from the student.

**NO FOOD** can be stored in student lockers. Students can only use lockers to store their books and other belongings. Inspection of locker contents will be conducted if there is a complaint or evidence of foul odours emanating from a locker or the leaking of any wet or dry substance.

Students are recommended NOT to store any valuable items in the lockers, as the lockers are not burglar-proof. Students are solely responsible for the contents of their lockers and they should keep their locker keys in a safe place. **Misplaced keys will result in a fine up to \$50 as the whole lock has to be replaced.** Students should make sure the lock is secure and report all incidents to the Head of Administration and Welfare.

### *Locker Cleaning*

The **LAST DAY** of each term will be locker clean up day. The entire contents of each locker should be removed at the end of each term. By emptying the lockers, there will be no reason for theft over the weekend. Nothing should be left in the locker over the school breaks.

And all the keys **MUST** be returned to the Administration Officer before the last day of each academic year. After checking the condition of the locker and locker keys, an Administration Staff member will sign the locker allocation off. No student can hold on to their locker key over the school breaks.