



Marches Academy Trust Locker Protocol

Overview

Each student in the Marches Academy Trust will have the opportunity to rent a lockable locker with a unique four digit access code. The annual charge for a locker is £18.00. Parents and Students will rent the lockers directly with Prefect Lockers by logging onto their website or calling the help line. When signing up for a locker, the student accepts liability and agrees to the Marches Academy Trust Locker Protocol terms, available usage and conditions.

Marches Academy Trust Student Locker, Acceptable Usage and Terms and Conditions:-

- Parents and Students will be responsible for the locker and the financial cost (currently £18.00) paid directly to Prefect Lockers.
- Should the student lose or forget the unique four digit code, students accept that they may be without the use of a locker until a replacement code is supplied.
- Students will be responsible for the contents of their locker and as such should not store anything in the locker that is not their own property (unless the equipment is loaned to them by Marches Academy Trust)
- As students will be responsible for the contents of their locker, they must ensure that no other student's locker/contents/belongings can be adversely damaged or affected by their contents e.g. spillages or odours. Any perishable goods, such as food, drinks etc must be removed from the locker on a Friday and not left in the locker over the weekend.
- Lockers must be emptied at the end of each half term with the only exception being PPE equipment or stationary. No electronic mobile devices or laptops should be stored over a holiday period regardless of how long that holiday period may be.
- Students will be permitted access to lockers before school, at break time, at lunchtime and after school and are expected to bring any items/equipment that they may need to their lessons.
- Students accept that a locker will at all times remain the property of Marches Academy Trust and as such, if senior staff judge that the locker needs to be entered via a master key, then it can be opened without the prior consent of a student (nb: such circumstances would be exceptional and only occur where the property of another students locker could potentially come to harm/damage if there are grounds to believe that to access the locker could aid the investigation of a breach of the Marches Academy Trust Behaviour Policy/Locker Acceptable Usage Protocol or for other serious health and safety grounds)
- Students cannot personalise their lockers for example by affixing temporary or permanent stickers, labels or any other such artwork or images.
- Locker ownership is not transferable on either a temporary or permanent basis and students are permitted to use only the locker that has been directly assigned to them.
- During the summer holidays all lockers should be left empty of all items and the door left ajar. Any lockers left locked over the summer will be opened and have their contents removed and placed in 'lost property' at the student's liability.
- The internal structure, appearance and condition of a locker will be the responsibility of the locker holder and any damage to the internal structure will be charged to the individual.

I agree to abide by the Marches Academy Trust Locker Protocol

Signed..... Date:.....
(Student)