

31. POSSESSIONS, PROPERTY & PROTECTION

Lockers

Lockers are available to hire to students for them to store their school equipment as:

- it can be impractical for a student to carry each day's equipment to and from school, often on public transport;
- the potential for loss of items is increased without use of a locker and this of course results in parents/carers incurring additional costs;
- it can be potentially unsafe, for students to carry all their books and belongings around with them throughout the school day.

Lockers are located throughout the school site in corridors and in a few classrooms, and each is allocated to a specific student for the duration of their time in Years 7-11. The locker is designed to be a holding space for a student's school equipment. It is not intended to become a permanent storage point for a range of personal possessions and we cannot guarantee that they are entirely secure. All lockers are required to be emptied of contents at the end of each term to ensure a build up of items does not take place which in turn minimises the potential for damage.

Form 7 - *Locker Rental Scheme & Application Form* provides the full details of the lockers available, the charge and rules governing their use. **It is important that all students take note of the rules and restrictions relating to lockers, and the liability for damage. Breaches of these rules and restrictions will result in a sanction being applied as covered in the Behaviour for Learning Policy and where appropriate, a request for payment to cover damage from parents/carers.**

Lost Property

Items of unclaimed property will be placed in the lost property area in the Tower Block lift lobby, adjacent to the Reception area at the end of each day. Smaller items e.g. watches, glasses, wallets/purses, mobile phone, etc. are retained at reception. Items can be reclaimed throughout the day and all students are encouraged to check for missing items.

Please note: It is almost impossible to trace the owner of unnamed clothing and other articles. Ensuring all items are marked with the student's name (indelibly, if possible), including sports equipment, pencil cases, watches and so forth, will prevent unnecessary additional expense being incurred by parents/carers and students.

The school does not have the space to store lost property beyond a few weeks and as a result it is cleared on a regular basis to local charity shops.

Money & Valuables

We strongly advise that large amounts of money and personal audio or visual devices of any sort are not brought into school unless less they are being used as part of the curriculum.

Students should not come to school with large amounts of money unless absolutely necessary (for example to pay for a trip). Students should not leave money in the cloakrooms, in lockers or in their bag/blazer when left unattended.

In exceptional cases the Finance Office will store larger sums of money until it can be handed into the appropriate person, and reception will store valuables until the end of the school day, however it is not practical to offer this service to 1200+ students on a daily basis!

Personal audio equipment and mobile telephones are only allowed to be used during the school day at designated times, e.g. morning break, lunch time, and in designated areas, e.g. dining area, court yards.

They will be confiscated if this regulation is breached (until the end of the school day on the first offence and on subsequent occasions, parents/carers will be invited into school to collect the item). If such items are brought into school they should be locked in a locker during the day.

The exception to the above regarding use of mobile phones is when a teacher requests students to use them during a lesson for a specific curriculum related reason.

During P.E. or Performing Arts lessons when students get changed, they are advised to hand in any valuables to their teacher who will store items in a holding safe located in these areas.

Theft of valuables is a relatively rare occurrence and if a student has belongings stolen they should report this immediately to staff, who will investigate the incident and try to recover the property.

Please note - Liability

The school is unable to accept liability for loss, theft or damage to personal possessions that are not required for curriculum purposes (e.g. mobile phones, iPod, etc.). Students are advised not to bring these into school.

The school's liability is restricted to those items that are required for teaching and learning purposes and only in cases where negligence on the part of the school is proven.

Should loss, theft or damage to personal possessions occur, parents/carers are responsible for notifying the police. The police will provide a crime number so any claim can be made on their own insurance.