



## MVC Lockers

At MVC, pupils can hire their own individual locker for each academic year during their time at the school. The lockers are in the corridor by the gym. There are a limited number of lockers and allocation is on a first-come first-served basis. There is no guarantee that a vacant locker will be available when requested.

The locker rental fee is £10 per year or part-year; no money will be refunded if a child leaves the school part-way through a year, or decides they no longer need the locker. The money pays for the upkeep of the lockers and is a **payment**, not a refundable deposit. Pupils who hire a locker will be given a padlock with key. If a second key is available, this will be kept in Reception as a spare.

At the start of each Academic year, the school will contact parents/carers to ask whether their child wishes to hire a locker for the academic year. If so, payment should be made by the deadline requested (usually end of September). Pupils who hire a locker agree to the following terms and conditions:

### Locker Rental Terms and Conditions

#### During the rental period:

- All lockers are the property of Melbourn Village College.
- The condition of the locker and its contents are the sole responsibility of the pupil to whom that locker is allocated.
- Pupils must not write on or damage any locker. All lockers will be regularly checked for damage and vandalism.
- Items are stored in lockers at the pupil's own risk.
- The locker must only be used by the pupil to whom it is allocated.
- Pupils must not share lockers or give their key to anyone else. Sharing of lockers is forbidden.
- The locker is for the purposes of storing personal belongings and for no other purpose.
- The school retains the right to access the locker if it has reason to believe that a pupil has items that could potentially breach the school's behaviour policy, or for the purposes of maintenance and repair.
- Lockers must not be 'swapped' at any time without permission from Reception.
- Any problems with, or damage to, the locker must immediately be reported to Reception.
- MVC reserves the right to charge the pupil for the cost to repair any damage to the locker caused by their deliberate acts or omissions.
- Pupils must inform Reception if they have lost their key.
- If the key is lost, and no spare is available, the padlock will be cut off. Items must then be removed from the locker until a new padlock is fitted. (Pupils can purchase a replacement padlock from school for £5)

#### Keeping the locker for the next academic year:

- If the pupil wishes to continue using the locker in the next academic year, the rental payment of £10 must be paid by end of September of that year (a reminder will be sent).
- Pupils not wishing to continue using the locker must empty the contents and return key(s) to Reception by the end of the summer term.

Lockers that have not been paid for by the deadline will be reclaimed by the school and pupil belongings will be returned. The locker will then be reallocated with a new padlock.