



## LOCKER HIRE

### ALLOCATION & WAITING LIST INFORMATION

We have a limited number of lockers available for students to hire. Lockers will be initially allocated by random selection and a waiting list maintained thereafter. Application forms will be emailed to you via Operoo App when available.

You will be notified via Operoo App if your child's application is successful or you are added on a waiting list. From here, if you are successful, you will be invited to pay for your child's locker via SIMS Pay ([www.sims-pay.co.uk](http://www.sims-pay.co.uk)).

Padlocks will be issued to the student once the deposit and rental fee has been received.

### Locker costs:

- One off deposit - £10.00 (£5.00 for pupil premium students)
- Annual rental - £10.00 (£5.00 for pupil premium students)

Deposit will be returned when the student leaves the school (or surrenders the locker), upon returning their issued padlock and leaving a locker in a serviceable condition.

For the first rental year you will need to provide the annual rental payment *and* deposit before a locker and padlock can be issued, following year's, rental payment required only.

Note: Annual renewal should be paid by 15th July each year. Reminder email will be sent two weeks prior to renewal deadline date. If payment is not received by requested date, the student will lose the use of the locker over summer holidays and you will not be able to claim your deposit refund. Locker will be emptied and allocated to the next person on the waiting list.

Please email [finance@longdean.herts.sch.uk](mailto:finance@longdean.herts.sch.uk) if you have further questions.

## TERMS AND CONDITIONS OF LOCKER HIRE AT LONGDEAN SCHOOL

**Please read these terms and conditions of use carefully before applying for your locker.  
By providing your rental payment, you agree to be bound by these terms and conditions.**

1. Should students lose the padlock to their locker they will need to pay **£10.00** for a replacement locker padlock. If a student needs access to their locker they should go to Finance before school to collect their belongings for the school day, after this time the student should see their pastoral manager.
2. Each locker is numbered and no other marks are to be made on the door.
3. Students can keep all their books and their bags in the locker, although they must ensure they have all the equipment required for lessons set out in the school's equipment policy.
4. Students must not visit their lockers during lessons, tutorial time or in between lessons.
5. Students must not enter any other students' locker with or without permission or swap lockers without school staff authorisation. Students are not permitted to share lockers.
6. Students must not leave wet coats or umbrellas in lockers as they ruin items in the lockers below.
7. Students must not leave rubbish/food waste in lockers; lockers must be tidy at all times.
8. The school reserves the right to search all lockers and its contents at any time and remove any items of an unsuitable, dangerous or illegal nature.
9. The school reserves the right to remove a locker from a student. The reasons may include damage to their locker, keeping unsuitable/dangerous or illegal item in a school locker, visiting their locker outside of the agreed time without permission to do so and/or continually forgetting their locker key. Although it will be at the school's discretion to remove the locker from a child for any other reason it deems to be unacceptable use of the locker.

Rumballs Road  
Hemel  
Hempstead  
Hertfordshire  
HP3 8JB

Main School: 01442 217277  
Fax: 01442 233098  
admin@longdean.herts.sch.uk  
finance@longdean.herts.sch.uk

### **Pupil Absence please call**

Year 7: 01442 205758  
Year 8: 01442 205706  
Year 9: 01442 205703  
Year 10: 01442 205760  
Year 11: 01442 205707  
Year 12: 01442 205720

### **Social Media:**

PE: @LongdeanPE  
Science: @LongdeanScience  
History: @LongdeanHistory  
Film Studies: @LongdeanFilm

