

## Sixth Form Locker Application Form

There are 60 lockers located in the Luke Day Block which are reserved for Sixth Form students. The cost to rent a locker is £10.00, which includes a £5 deposit which is refundable upon return of the locker key.

Once a locker is rented, it will stay with the student for the duration of their time at the academy. They will not need to pay for it each year. If you are joining the Sixth Form as an existing Victory student and you have already paid for a locker in the main school, you will be allocated a new locker in the Sixth Form, free of charge.

<b>Student Name:</b>	<b>Tutor Group:</b>
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<i>(Please tick as appropriate)</i>		<b>Office use only: New Locker Number</b>
I would like to apply for a new locker		
I have already paid for a locker in the main school and would like to be allocated a new one in sixth form		
For new locker rentals, a payment of £10 is required - please enclose cash/cheque made payable to <b>Ormiston Victory Academy</b>		

- I enclose cash/cheque made payable to Ormiston Victory Academy for the amount detailed above (if applicable)
- I confirm I have read and understand the Locker Rental Policy attached.

Student Signature:	Date:
Parent Signature:	Date:

Please return this slip to the Sixth Form Office in a sealed envelope which clearly states locker request and the student name/tutor group on the outside. Thank you.

### Return of Locker Checklist

<i>(Please tick as appropriate)</i>	
Locker returned with no damage	
All personal possessions have been removed	
Key returned	
£5 deposit returned to the student	

Student Signature:	Date:
Staff Signature:	Date:

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The conditions of renting a locker are herewith:

- The locker remains the property of Ormiston Victory Academy
- The cost to rent a locker is £10.00, which includes a £5 deposit which is refundable on return of the locker key.
- Students will be given a key on issue of the locker.
- If you lose your key, you must inform the Sixth Form Office and a charge of £5 will be made for a replacement.
- Lockers are not to be accessed during lesson times.
- Any damage must be reported to the Sixth Form Office immediately.
- Cost of any repairs will be levied on the hirer, unless it is clear that damage has been caused by a third party.
- Lockers must be locked when unattended.
- The academy accepts no responsibility for the loss or damage to anything stored in the lockers.
- Any food and drink stored in lockers must be removed by the end of each day.
- Damp/wet clothing should be stored in plastic bags and be removed by the end of each day.
- Hirers should not write on the lockers either externally or internally. Nor should any other form of decoration be applied.
- Lockers should be kept clean at all times.
- Lockers are allocated to an individual only. Sharing is not recommended.
- The academy reserves the right to open the lockers at any time. Where possible this will be done in the presence of the student concerned.

If you would like to rent a locker, please complete the 'Sixth Form Locker Rental Application Form' and return with the payment of £10 in a sealed envelope (with your name written on it) to the Sixth Form Office.