



LOCKER POLICY INFORMATION

At Millicent High School it is compulsory that students use a locker to store their personal belongings throughout the school day. **Students are not allowed to take bags / backpacks to lessons with the exception being their laptop bag.**

Students will take their locks home with them at the end of each year and will bring them back to school when they resume the following year. As a student finishes their schooling their lock must be returned to the school.

The Millicent High School Locker Policy adheres to the following guidelines:

- All students enrolled at Millicent High School receive a removable combination lock from the school to secure their belongings in their locker.
- Locks become the property of the student and will remain with them for their time at MHS
- *Students will be solely responsible for their own locks.*
- *Locks should be fastened at all times when not in use and combinations should be kept **confidential.***
- *If a lock is misplaced or lost, a replacement **MUST** be purchased from the office at a cost of \$15.*

The MHS Locker Policy has been implemented for your child to ensure the safety and security of their belongings.

Please find on reverse of this form 'Combination Lock Instructions'.

If you have any questions relating to your child's locker, please do not hesitate to contact me on 8733 2400

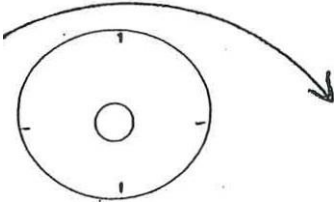
Yours sincerely

Peter Duncan
Business Manager

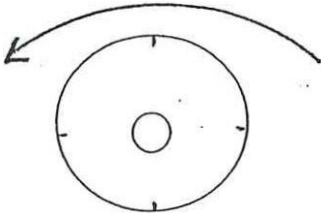
Combination Lock Instructions

TO OPEN

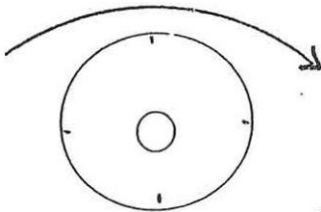
- 1 Turn the dial to the **RIGHT** 3 or more times stopping at your first number



- 2 Turn dial to the **LEFT** past your second number and stop at it the second time around



- 3 Turn dial to the **RIGHT** to your last number. Pull down on the shackle.



TO CLOSE

Close locker" door and spin the dial in any direction

