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1.0 Introduction

1. Emil Dale Academy (EDA) provides lockers to students to support their academic and personal organisation. This policy outlines the terms and conditions for locker use to ensure they are used responsibly and maintained properly.

2.0 Locker Allocation

1. Lockers will be exclusively available for degree students to rent in the first two weeks of term on a first-come, first-served basis. If there are any lockers available once these two weeks have passed, they will be offered to CertHE and BTEC students on a first-come, first-served basis.

3.0 Rental Period

1. Lockers can be rented from every September at the start of each academic year. Students can request to rent a locker at any point throughout the academic year and will be allocated based on availability.

2. Each rental period will end at the end of the academic year, depending on the students' final scheduled day on-site (e.g. Degree 1 students finish in July, whereas Degree 3 students finish in April after their final public Showcase).
3. Should a returning student wish to rent the same locker that they had in previous academic years, this can be requested but may not be possible.

4.0 Locker Rental Fee

1. A rental fee of £15 will be required for the use of a locker each year. This can be paid by cash or card.
2. A refundable deposit of £10 cash will also be required each year. This will be returned to students at the end of each year, provided that the padlock is returned, and the locker is left in good condition and all terms of this policy are met.

5.0 Locker Security

1. Students are responsible for keeping their locker secure by using a lock provided by EDA.
2. EDA are not liable for any lost or stolen items. Students are encouraged to keep valuable items at home and ensure that their locker is securely locked.

6.0 Maintenance and Cleanliness

1. Students are responsible for keeping their locker clean and organised.
2. Perishable items are not permitted to be kept in lockers overnight during term-time, or for any length of time during school holidays.
3. Items left in lockers at the end of the school year or after withdrawal from EDA will be disposed of if not collected within one week of term finishing/the student withdrawing.
4. EDA reserves the right to periodically inspect lockers to ensure compliance with cleanliness and safety standards are met.
 - a. Lockers may also be inspected if complaints have been made from other students, staff members or freelancers about any untoward odours emitting from them.
5. Additional fines may be charged to the student for any additional cleaning that may need to take place throughout the academic year due to failure to comply to these rules.

7.0 Prohibited items

1. The following items are not permitted in lockers:
 - a. Perishable items beyond the times stipulated in section 6; line 1.
 - b. Hazardous materials, including flammable substances or chemicals.
 - c. Illegal items or substances, including drugs and weapons.
 - d. Items that disrupt the learning environment or violate any EDA policy.
2. EDA reserves the right to inspect lockers if there is reason to believe that any prohibited items are being stored within them.

8.0 Locker Access

1. Access to lockers is generally available during EDA hours during term-time (7:30am-5:15pm).
2. If a student requires access to their locker outside of regular hours, they must request this by emailing info@emildale.co.uk.
 - a. If a student requests in person at Reception, they will still need to email info@emildale.co.uk so approval can be obtained from Senior Management.
3. EDA reserves the right to restrict locker access in certain situations, such as during building maintenance.

9.0 Termination and Withdrawal

1. Students must return their locker keys or combination locks and ensure that their locker is clean and empty upon termination of their use or withdrawal from EDA.
2. Any outstanding issues related to the locker, such as damage or lost keys, must be resolved before the student's records are finalised. Additional fines may be incurred for any unresolved issues.

10.0 Policy Compliance

1. Failure to adhere to this policy may result in disciplinary action, including loss of locker privileges.
2. Students are encouraged to report any issues or concerns related to lockers to Reception, or by emailing info@emildale.co.uk.

11.0 Contain Information

1. For any questions or clarifications regarding this policy, please contact the Office Manager or the Business, Compliance and Strategy Manager.

12.0 Policy Review

1. This policy will be reviewed periodically and updated as necessary to ensure its continued effectiveness and relevance.

Version Number	Date of Issue	Review Date	Author	Changes Made/ detail
01	11 th September 2024	September 2025	Sarah Moore and Eden Tinsey	First issue