

## **Locker Keys - Guidance Notes.**

### **Morning Procedure:**

Children will come into school and collect the locker key from their tray then put their bags in their lockers. At this point they will take out what they need for the day including their healthy break time snack, which will be put into their tray or onto their table etc.. They will then put locker key back into their tray.

If they have wet coats with them, they should not be put in the lockers; instead they should be hung on the back of their chair to drip/dry out.

Children should not need to go to the lockers again during the morning.

### **Lunch Time Procedure:**

At lunch time children should leave their key in their tray (If they eat first they will collect keys and get their lunches from their lockers and then return keys to their trays once they have eaten)

**This should prevent keys being lost outside while playing and also remove any potential dangers e.g. accidental strangulation with lanyard, stabbing with key etc which is a health and safety risk.**

### **End of Day Procedure:**

Keys to be removed from trays and children should go to their lockers and collect their end of day items from their locker, return to class and return key to tray. At this point children will be dismissed.

Children are not permitted to take their locker keys home with them as the keys are school property and need to remain in school. This will also prevent children 'forgetting' keys.