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## JANVRIN SCHOOL

Mont Cantel, La Pouquelaye  
St Helier, JERSEY, JE2 3ZN

Tel: (01534) 731306

Fax: (01534) 285182

Email: [admin@janvrin.sch.je](mailto:admin@janvrin.sch.je)

Website: [www.janvrin.sch.je](http://www.janvrin.sch.je)

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Dear Parents and Carers,

### **School Lockers**

All children in Years 3, 4, 5 & 6 are allocated with their own locker at school, these lockers are for the children to store their belongings in safely during the school day. Please see our guidance notes for Lockers which can be found overleaf.

We ask for a refundable deposit of £5 for the locker key which will be held by school. Please complete and return the slip below with a deposit of £5 for the key. Replacement keys can be provided if your child loses their key but in this instance a further £5 would need to be paid to cover the cost of this. Your initial £5 deposit will be refunded when the key is returned to school when your child leaves Janvrin School.

Yours sincerely,

Iain George  
**Headteacher.**

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### **Janvrin School – Request for Locker key**

Child's name: .....

Child's class:.....

I enclose a £5 deposit to secure the use of a key for my child's locker. I understand that my child is responsible for this key and the contents of their locker at all times and that the school will not be held accountable for the loss of the items kept in these lockers.

Signed (Parent/Guardian):.....

Date:.....

## **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.