



SUTHERLAND HIGH SCHOOL

1333 Willem Botha Avenue, Eldoraigne, Centurion
PO Box 52227, Wierda Park, 0149, Tel: (012) 658-5880
E-mail: shs@sutherlandhs.co.za, finance@sutherlandhs.co.za
Website: www.sutherlandhs.co.za

7 November 2023

Dear Parents/Guardians

PROCESS OF LOCKER ARRANGEMENTS FOR 2024

Kindly find below the process which is to be followed regarding the payment, booking and issuing of lockers to learners for 2024. Note that the terms and conditions of locker usage will also be published in the learner's Diary as well.

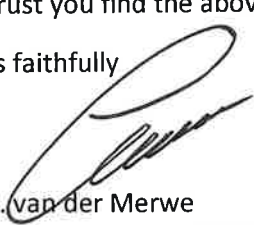
1. Upon receipt of this email please print out the necessary Terms and Conditions form.
2. This Terms and Conditions form is to be completed and signed by the Parent/Guardian AND the learner. (Due to the electronic process the completion of name/s below will also be acceptable and will be considered as binding.)
3. Payment is to be made direct to the School via EFT.
4. The fee structure for lockers for 2024 is as follows;
Normal lockers R 450-00 for 2024
Sports Lockers R 700-00 for 2024
5. **A copy of the Proof of EFT payment must be emailed together with the Terms and Conditions form to lockers@sutherlandhs.co.za.**
6. Finance office will process all the applications received and learners will be able to collect their allocated locker number for 2024 at the Media centre during class time at the start of Term 1.
7. Further applications will be accepted from the start of school in 2024.
8. Please note that payments for locker rental made this year already will be greatly appreciated, in order to ensure a locker for your child first thing next year.

Note that no spare keys will be kept by the school. The EFT proof of payment that is handed in must also clearly state how much is being paid and for what (if more than just the locker is being paid for.)

Should there be any queries regarding the above process kindly email us at lockers@sutherlandhs.co.za with the relevant query.

We trust you find the above in order.

Yours faithfully


Mr A. van der Merwe
DEPUTY PRINCIPAL: FINANCE


Mr P. Stone
PRINCIPAL





SUTHERLAND HIGH SCHOOL

1333 Willem Botha Avenue, Eldoraigne, Centurion
PO Box 52227, Wierda Park, 0149, Tel: (012) 658-5880, Fax (012) 658-5883
E-mail: shs@sutherlandhs.co.za, finance@sutherlandhs.co.za
Website: www.sutherlandhs.co.za

LOCKER APPLICATION AND TERMS AND CONDITIONS 2024

We as parent/s of _____ Grade _____ hereby request a normal/sports locker (please indicate) for 2024.

1. Learners are not allowed to share lockers.
2. All lockers must be locked with a padlock at all times. Padlocks are not to be left open.
3. Learners are responsible for their own keys and spare keys, the school will not keep any keys on the premises.
4. Before a padlock can be cut off the locker, an application form to have the padlock cut needs to be handed in to the discipline office along with a new padlock. The cutting of padlocks can only be done based on Mr Leshilo's availability, the discipline office cannot guarantee the padlock being cut on the same day.
5. The School Code of Conduct applies to lockers at all times. All contents of the lockers must also be in accordance with the School's Code of Conduct, the South African School's Act and any and all laws of the country. Failure to adhere to this can lead to internal disciplinary action and/or criminal prosecution.
6. Lockers may only be used before school, after school and during break, not between or during classes.
7. Defacing or damaging lockers is considered a serious offence and will be dealt with by the Discipline Office.
8. Learners are not allowed to loiter around the lockers.
9. No items should be stored on top or in front of the lockers. If items are found, they will be considered as Lost Property and be handed in.
10. The Discipline Office reserves the right to remove locker privileges if learners abuse the system in any way and/or to search the locker should there be reasonable grounds for suspicion.
11. Once a learner has been allocated a locker number, they will not be allowed to change their number. Lockers must be used according to the number allocated.
12. Learners are not allowed to purchase lockers for one another. The learner whose name is reflected on the receipt must be the person using the locker.
13. For any locker queries or maintenance concerns, please report it to the Discipline Office immediately or send an email to Sarah-Lee@sutherlandhs.co.za.

As parent/s and learner, we agree fully to the above terms and conditions.

Parent Name/Signature: _____ Learner Name/Signature: _____

Date: _____ Student Number: _____

NB: By signing or placing our names above, we accept the content to be correct and binding on us.

