



August /September 2020

**Issue of Lockers**

As a student in the Hospitality and Catering department, you have a responsibility to ensure that you take full ownership of your personal belongings and equipment once a locker has been issued to you. Below is the New College Stamford code of conduct for all students who have a locker.

- All outdoor clothing including coats, bags and shoes must be put away in the locker provided and not left out in the changing area.
- All valuable items such as jewellery should be left at home where possible or stored in a locker.
- Students using the changing rooms must ensure that the door remains **Locked at all times.**
- If your locker is broken into this must be reported immediately to your course tutor or Catering Technician.
- Knife sets and toolboxes must be **securely** stored in your locker when not in use. Any knives that are found not stored will be confiscated and disciplinary action will be taken against the student.

**The changing rooms are for changing purposes only and not a meeting point outside lessons and must be used for changing purposes only. New College Stamford has a range of facilities for you to use during your free time.**

New College Stamford will supply the locks to all students at a deposit cost of £5 each that is refundable at the end of your course if the lock is returned and the locker in good condition. This deposit is payed using the online payment system only no cash is accepted.

We will supply one key and ask you to have a copy made which the technician will retain in a secure place for emergency use.

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**LOCKER NUMBER –**

I have paid a refundable deposit of £5 that will be returned to me at the end of the Academic year as long as my locker is in the same condition as when it was allocated to me.

Student Name: .....

Signature ..... Date.....