

Student Locker Allocation Form

Procedures for obtaining a student locker:

1. Submitting a written request for obtaining a locker, including an acknowledgment of the acceptance of the rules of the school and the Ministry of Education that has been signed by the parent and the student herself.
2. The locker and key shall be made available by the school to the student free of charge for the first time only.
3. The locker may not be used for purposes deemed contradictory to the schools rules or the rules of the Ministry of Education.

Breaches:

If a student breaches the procedures of locker use, she shall:

1. Pay a fine proportional to the damage caused.
2. In case of any breach on the part of the student, the administration may, at its discretion, confiscate the locker.
3. In case of the loss of or damage of the locker key charge of 10 S.R, will be made for the key to be duplicated for her **for the first time.**
4. In case of the loss of or damage of the locker key a fine of 50 S.R will be charged for the key to be duplicated for her **for the second time.**
5. In case of the loss of or damage of the locker key the student will pay 100 S.R for the key to be duplicated for her **for the third time.**
6. In case of the loss of or damage of the locker key by the student for the fourth time, **the locker will be confiscated.**

Messrs, Saad Private Schools
Peace be upon you

I, _____, the parent of student / _____, please agree to allocate a locker for the abovementioned student for her own use. We acknowledge observing the instructions of obtaining lockers and the school procedures.

Signature of student's parent: _____ Date: ___ / ___ / ____

Student's signature: _____