



# Hamstel Junior School

Part of the Portico Academy Trust

**Headteacher Mrs C Farrell**

Hamstel Road, Southend-on-Sea, Essex, SS2 4PQ

Tel: 01702 468048

Fax: 01702 382820

www.hamsteljuniors.co.uk

Email: office@hamstel-jun.southend.sch.uk

CEO - Mrs C. Woolf



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## Hamstel Junior School

### KEY/FOB HOLDER RULES

#### The Key/Fob Holder shall:

1. Keep keys/fobs safe
2. Pay £100 for any keys/fobs lost
3. Report missing keys/fobs immediately to the office.
4. Return keys/fobs upon request of the Headteacher
5. As required, for inventory/audit purposes, provide accounting of keys/fobs held upon request of the Headteacher

#### The Key/Fob Holder shall not:

1. Loan or transfer a key/fob to another person
2. Duplicate a key/fob
3. Alter keys/fobs, locks or mechanisms
4. Damage, tamper or vandalise lock or hardware
5. Prop open secure doors
6. Admit unauthorized person(s) into a building

Please complete the box below and return the form to the school office.

| Date | Key/Fob Held |
|------|--------------|
|      |              |
|      |              |
|      |              |
|      |              |
|      |              |
|      |              |

I acknowledge that I am responsible for the keys/fobs held and have read the guidance regarding the consequences of not abiding by the school rules in connection with holding keys/fobs.

Signature .....

Date .....