



PHILIPPINE SCHOOL DOHA

Doha, State of Qatar

OFFICE OF THE STUDENT AFFAIRS



August 28, 2024

Ref. PSD-OSA-SY24-25/003

Dear Parents,

Warm Greetings!

The Office of Student Affairs is pleased to inform you that the lockers are available for rental from **September 1, 2024, to September 5, 2024, on a first-come, first-served basis**. The rental fee is **QR 200.00** for the whole school year, from September 8, 2024, to April 30, 2025.

With regard to the use of lockers, only siblings are allowed to share and open the lessee's rented locker. Neither the lessee's classmates nor friends shall be allowed to use the locker. Kindly refer to the "Use of Locker Agreement" for further details.

Should you intend to register, the following steps are to be followed:


- Step 1 Fill out the "Use of Locker Agreement" form included in this letter; you may also download it at psd.sch.qa.
- Step 2 Settle the rental fee with the school cashier.
- Step 3 Bring your own child's padlock for the locker or purchase a lock from the PSD Store. (The standard size for the padlock is 50 mm.)
- Step 4 Proceed to OSA to acquire a locker number that is easily accessible for the student.
- Step 5 Report any concerns regarding the rented locker to OSA upon availing of a locker.
- Step 6 The locker will thereafter be accessible from **September 8, 2024**.

Thank you.

Respectfully,


Melissa R. Montayre, MM
VP – Student Affairs

Noted by:


Lorina S. Villanueva, EdD
VP – QAAD
School OIC



PHILIPPINE SCHOOL DOHA
Doha, State of Qatar
SY 2024 - 2025
OFFICE OF THE STUDENT AFFAIRS
USE OF LOCKER AGREEMENT
PSD-OSA-FORM 19



PHILIPPINE SCHOOL DOHA
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SY 2024 - 2025
OFFICE OF THE STUDENT AFFAIRS
USE OF LOCKER AGREEMENT
PSD-OSA-FORM 19



LOCKER NO: _____

PARENT'S COPY

This agreement is made between the Management of Philippine School Doha, represented by the School Principal as LESSOR, and the undersigned parent/ guardian and student as LESSEE.

By signing the agreement, the Lessee shall agree to abide by the terms and conditions set forth by the Office of the Student Affairs outlined below:

1. The Lessee from the Primary to Senior High School level, shall be allowed to use the allocated locker from **September 8, 2024 to April 30, 2025 with a non-refundable fee of QR 200.00**
2. The Lessee shall provide his/her own padlock for the locker.
3. Only siblings are allowed to share and open their designated lockers. Neither the lessee's classmates nor friends shall be allowed to use the locker.
4. Unauthorized opening or ransacking of lockers must immediately be reported by the Lessee to the Lessor.
5. Perishable items and valuables, such as cash, jewellery, perfume, and the like, as prescribed by the school rules and regulations, shall not be kept in the locker.
6. Prohibited materials or goods shall be confiscated by the Lessor on receipt and turned over to the proper authority.
7. The Lessor shall not be responsible for the loss of valuables and belongings kept inside the lockers. In case of loss, **NO INVESTIGATION SHALL BE MADE.**
8. No labels, stickers, or similar items may be applied to the locker walls, either inside or outside the locker, and no one's name may be inscribed on the locker.
9. Anyone caught violating the agreement will be dealt with accordingly.
10. The locker **shall be vacated by the Lessee on or before the end of the leasing period, but not later than April 30, 2025.** The school is not responsible for items left in the locker after the student leaves at the end of the school year.

We, the Lessee understand that failure to follow these terms and conditions could result in the loss of locker privileges.

Signed this day of _____ at the Philippine School Doha, Doha, State of Qatar.

LESSOR: _____ LESSEE: _____
for: *Alexander S. Acosta*
ALEXANDER S. ACOSTA, PhD
School Principal Name of Parent/ Guardian & Signature Student Name/ Level & Section

LOCKER NO: _____

SCHOOL'S COPY

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