



18 September 2019

Dear Parent(s)/Carer(s),

Lockers are now available for the year 7 students, however we regret to advise there are not quite sufficient for the whole year group and they will be allocated on a first come first served basis. Further lockers will be arranged if there is sufficient demand.

To arrange a locker we require a refundable £10 deposit before a key is issued. This will only be refunded if the locker key is returned and the locker left undamaged. This can be paid through the ParentPay payment system.

If a student loses their key;

- they will have 1 week to locate the key
- If after this period of time the key is still lost, the spare key will be issued and the £10 deposit will no longer be refundable,
- If the spare key is then lost, a new key will only be issued when a further £10 deposit is paid.

Students will have access to their lockers before and after school and during break and lunch times but not during lessons.

If you do wish your child to have a locker, please complete the attached reply slip.

Yours faithfully

Mrs J Brown  
Head of School

**PLEASE COMPLETE AND RETURN THE REPLY SLIP TO THE SCHOOL OFFICE**

Student Name \_\_\_\_\_ Tutor Group \_\_\_\_\_

- I confirm I wish my child to have use of a school locker.
- I have paid the deposit through the ParentPay online payment system.
- I understand that the deposit will not be refunded if the key is lost or the locker damaged in any way.

\_\_\_\_\_ Signature

\_\_\_\_\_ Name \_\_\_\_\_ Date