

Our ref: KJ/ar

29th June 2016

Dear Parent / Carer

Last year, as part of a rolling programme of improvements to the school, 70 new lockers were installed in school. A further 40 have now been ordered for installation over the summer holidays.

These lockers provide more storage space for each student and are lockable with a padlock. This year we would like to offer students in Year 10 and 11 the opportunity to 'hire' one of the new lockers. As we do not yet have enough of the new style lockers for every student in Key Stage 4, they will be offered on a 'first come first served' basis, with students on the waiting list being allocated a new locker in September.

Students wishing to make use of the new lockers will be asked to pay a £5 refundable deposit for the padlock. The student will be issued with one key and the school site manager will keep another key so that possessions can still be accessed in the event of a key being lost.

At the end of the year, if the padlock and key are returned and the locker is in good order, the full £5 will be refunded. If a student loses their key or padlock, then the deposit will be used to pay for the replacements.

Students will not be permitted to provide their own padlocks. If students do not wish to pay a £5 deposit, they will be provided with one of the existing wooden lockers.

If your child wishes to make use of one of the new lockers, please return the form below together with the £5 deposit. All payments need to be returned to the school office by **Friday 8th July**. If we have not received payment by this time, we will assume that students do not wish to have a new locker and any remaining lockers will be offered to students in Key Stage 3.

Yours faithfully

Kath Jordan & Siân Dover
Joint Heads of School

PLEASE RETURN TO SCHOOL OFFICE BY FRIDAY 8 JULY

Name of student Form

My child wishes to make use of a new locker and I enclose a £5 deposit for the padlock. I understand that the payment will be refunded at the end of the year if the padlock and key are returned and the locker is in good order.

Signature Date