

JC/JT
April 2020

Dear Parent/Carer

Year 7 – School Lockers

School lockers are available to all Year 7 pupils from September 2020. Lockers are rented for the full 5 years with a charge of £5 per year (£25 in total).

If your son/daughter would like a locker, please complete the reply slip below and return to Archbishop Temple School in an envelope marked 'FAO the Finance Office'.

Payment should be made online at www.scopay.com/archbishoptemple. Please follow the instructions provided on the Online Payments letter (also enclosed) to *register* for online payments. Archbishop Temple School is now 'cashless', and **all** payments are made through the Scopay website.

Please note that you will only be able to pay for your child's locker from **July 2020** onwards. *It will not be available on Scopay until this date.*

Once the slip has been received and payment has been made, your child will be assigned a locker.

Please be aware that it is your child's responsibility to provide and use a secure combination padlock on their locker.

Yours sincerely,



Mrs J Siddle
Acting Headteacher

Year 7 – School Lockers

I wish to secure a locker for _____ (pupil name)

I have made an online payment of £25.00

I will make an online payment of £25.00 when online payments are available (from 1st July)*

Parent/Carer Signature: _____ Date: _____

*Please note, a locker will only be assigned after both the slip and payment are received.