

# St Mary's Catholic High School, Leyland

Royal Avenue, Leyland, PR25 1BS

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Dear Parent / Carer,

## **Hire of Lockers**

Lockers are available to hire, they will enable pupils to store heavy books and PE kits etc.

The charges for hiring a locker for your child's time at St Mary's Catholic High School are as follows:-

From Year 7	From Year 8	From Year 9	From Year 10	From Year 11
<b>£35.00</b>	<b>£30.00</b>	<b>£25.00</b>	<b>£20.00</b>	<b>£15.00</b>

This includes a refundable deposit of £10 which will be refunded at the end of year 11 provided that the locker is undamaged and the agreement is adhered to.

For Health and Safety reasons pupils who use a locker must follow the rules printed overleaf. The privilege to use a locker will be withdrawn if the rules are not adhered to.

Please read and complete the agreement form overleaf; your son/daughter will also need to read and complete the agreement form.

Return the signed agreement along with the hire fee in an envelope marked **LOCKERS** to the school office. Cheques should be made payable to "**Leyland St Mary's School Fund**".  
**Or you can pay via [www.scopay.com](http://www.scopay.com)**

Lockers will be allocated on a first come first serve basis, students will be notified via their form teacher when to collect their locker number from the office. This is normally done within the first two weeks.

## Locker Hire Agreement

Student's Name: \_\_\_\_\_

Form: \_\_\_\_\_

I wish to hire a locker for the period of time at St Mary's Catholic High School.

- This form must be signed by student and parent/carer and returned to the school office.
- Students cannot swap lockers.
- Only the pupil hiring the locker is permitted to use the locker.
- Students must look after their locker, keep it in a clean and in an orderly condition, and use it for storing appropriate items only.
- Food, drinks, wet or dirty kit should not be left in lockers overnight.
- You must not intentionally de-face the locker by drawing or marking anything onto it, including any stickers or related products.
- Lockers are subject to inspection by authorised school personnel at any time.
- Students must report all vandalism or damage immediately to the school office.
- The school does not accept any liability for personal items lost due to the misuse of lockers and school property.
- Failure to abide by these guidelines may lead to the forfeiting of the locker and/or the refundable deposit.
- You will be required to provide a suitable padlock.

I understand the conditions of the locker agreement, and agree to abide by them at all times.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parents / Carer Signature \_\_\_\_\_ Date \_\_\_\_\_

Locker Number:	Date Deposit Refunded:
Date issued	Refund Issued to:
Issued By:	Refund Issued by: