

St Mary's Catholic High School, Leyland

Royal Avenue, Leyland, PR25 1BS.

Telephone: 01772 421909

Email: head@lsmchs.com

www.lsmchs.com



Dear Parent/Carers

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
£35.00	£30.00	£25.00	£20.00	£15.00

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 The privilege to use a locker will be withdrawn if the rules are not adhered to.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 finance office. Cheques should be made payable to "**Leyland St Mary's School Fund**". Or you can pay via www.scopay.com

Lockers will be allocated as soon as possible and notification will be sent to the pupils via their form tutor.

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.

Students Signature _____ Date _____

Parents/Carers Signature _____ Date _____

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