



30<sup>th</sup> October 2019

Dear Parents,

## Lockers for Students

As students move through school they require a great deal of equipment. In order to help manage this and avoid the need to carry heavy bags we have a number of lockers in school available to rent.

The lockers are located at various points across school. If your son/daughter chooses to take advantage of this storage facility, they will be allocated a locker and given a key. In order to cover the possible loss of keys, or damage caused to the locker itself, we require a refundable deposit of £10 per locker. In addition the cost of hiring the locker will be £10 for the year. For those in receipt of Free School Meals please contact school.

Please fill in the form below and return to school to Mrs Higham, Operations Manager. Payment should be made through our online payment system. Assuming that the locker is in a suitable condition and the key returned at the end of the year, deposits will be credited back to the account.

We currently have a small number of lockers available which will be allocated on a first come, first served basis. Payments will need to be made via Scopay to secure a locker.

Yours faithfully

*G Higham*

Mrs G Higham  
Operations Manager

---

Name of student: ..... Tutor: .....

I have made a payment of £20 for rental (£10) and deposit (£10) through the online payment system

OR

I am currently in receipt of Free School Meals and have made the deposit of (£10) for a locker through the online payment system

Signed: .....

Outstanding education at the heart of the community

