



Wellfield Academy

Executive Headteacher Mrs L Gwinnett
Head of School Mr J Lewis

Friday 17th September 2021

Dear Parent/ Guardian,

School Lockers

One of the things our students often notice is the amount of equipment they have to carry to and from school each day. 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 in one central corridor area within Buttermere Building. If your son/daughter chooses to take advantage of this storage facility, they will be allocated a locker and will be expected to purchase their own padlock and key. We recommend that your child hands a spare key to their tutor or stores one within our main office. Lockers can only be accessed before school (prior to the 8.40am movement bell), at break and lunch or after school.

As you are aware we operate an online payment system within school and this is where parents can make payments for the lockers. Provided you have set up a Scopay account you will be able to pay for your lockers on line. If you have not set up a Scopay account please contact the school office.

- £5 for one year which parents annually whether to purchase the locker again for your child
- £15 for a locker which is used throughout your child's time at Wellfield

For those in receipt of Free School Meals please contact school.

You will need to complete the 'Wellfield Agreement for Rental of Locker' form and return to the school office or personal tutor. Please note this form needs to be signed by both parent and student.

Although we have a quantity of lockers, there are insufficient for every student in school and Year 7 students are given first refusal, so if your child is keen to rent a locker then the form should be returned to school as soon as possible.

Please do not hesitate to contact us directly at enquiries@wellfieldacademy.org should you have any additional queries.

Take care and stay safe,

Yours sincerely,

Mr J Lewis

Head of School



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VAT Registration Number 125718416

📞 01772 421303
✉ enquiries@wellfieldacademy.org
📍 Yewlands Dr, Leyland PR25 2TP
🌐 wellfieldacademy.org



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Wellfield Academy Agreement for Rental of Locker

I _____ (Student Name) of _____ (Tutor Group)
wish to rent a locker from Wellfield Academy for the academic year 2021/2022.

I acknowledge that the locker provided is a privilege and not a right

I acknowledge that the locker provided is the property of Wellfield Academy

I understand that I need to comply with the following conditions.

I agree to be responsible for the careful and appropriate use of my school locker.

A locker is only for items required for school use

A locker is only for use by the named student.

In my locker:

- I will not leave food, or any perishable items in the locker overnight
- I will not store flammables such as aerosols
- I will not store liquids such as drinks that are not securely fastened
- I will not leave P.E kits/trainers in the locker over the holiday periods

I will not deface or mark the locker in anyway.

I will not place stickers, posters, graffiti or any other substance or items on the walls, door, roof or floor of my locker.

I understand that I need to provide my own padlock.

I understand that I will lose my locker if not used appropriately

I agree to pay a rental charge of £5.00 for the academic year 2021/2022. I understand that this charge is non-refundable if I change my mind about hiring a locker or leave Wellfield Academy.



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I acknowledge that Wellfield Academy will have no responsibility for any loss, or damage to, any of my belongings or in respect of any consequential loss.

I agree that my locker may be opened and searched by staff authorised by Wellfield Academy, without my consent, for 'prohibited items'. If any such items are found in my locker I agree that they may be confiscated by Wellfield Academy.

Name of Student: _____ Tutor: _____

I have made payment of £5.00 for rental through the online payment system

Student signature: _____

Parent Signature: _____ Print Name: _____

PLEASE RETURN TO THE SCHOOL OFFICE

FOR OFFICE USE ONLY

Rental Paid Y/N _____ Date paid: _____

Locker Number: _____ Padlock Returned: _____

Locker checked at end of year Y/N _____ Signature: _____



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