

Dear Parents/Carers

Hire of lockers

The Academy has a limited number of lockers, which are available to hire for the 2022/23 Academic Year. These enable students to store heavy books and PE kits until needed.

The cost for the locker is a deposit of £10.00. The deposit is refundable once the locker is cleared and the key returned, usually at the end of the Summer Term. If the locker key is lost or not returned at the end of the academic year, the deposit will not be refunded. The charge for replacement keys is £5.00 during the year.

For health and safety reasons, students 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 The privilege to use a locker will be withdrawn if the rules are not adhered to.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 to the Finance Office, room 1-11, whereby your child's Parentpay account will be allocated the "Locker 22-23" payment item. If you do not have a parentpay account, please email the Year Office and a username and password will be sent to you.

Payment for the locker should be made on ParentPay using the "Locker" category only. Lockers will be allocated and keys handed out once payment has been received.

Yours faithfully

The Finance Department

LOCKER HIRE - TERMS AND CONDITIONS

1. The deposit for a locker is £10.00 for the academic year 2022/23.
2. The use of a locker is limited to the student hirer only and should not be lent to family or friends.
3. The student hirer is responsible for the key/fob; this should not be given to any other student.
4. Food, drink and wet or dirty kit should not be left in lockers overnight.
5. Lockers may need to be opened by adults from school for health and safety reasons. Prior permission or warning may not be possible in some circumstances.
6. Reasonable care and attention must always be taken in accessing and using lockers.
7. If a student loses their fob it must be reported to the Year Office immediately. A replacement fob will be issued at a cost of £1.00.
8. Damage to the locker will result in the loss of the deposit.
9. Lockers **MUST** be emptied at the end of the Summer Term and keys returned to the Finance Office. deposit will then be refunded. Any items found after the end of term will be removed to Lost Property.

ANY ABUSE OF THESE RULES WILL RESULT IN THE LOSS OF THE PRIVILEGE OF HAVING A LOCKER.

Please retain this part.

Year 7 LOCKER RENTAL AGREEMENT- 2022/23

I/We would like my son/daughter to rent a locker for the 2022/23 academic year.

I/We understand that the £10.00 deposit will only be refunded when the locker is emptied and cleaned at the end of the academic year and the key returned.

My Child is aware and agrees to the conditions attached to using a locker.

Students Name: (Please print)

Tutor Group

Students Signature:

Parent/Carer Name (Please print)

Parent/Carer Signature:

Date:

Please return this page to the Finance department

(Office Use Only)

Date Paid:

Locker Number:

Date allocated:

