

3rd November 2020
(KL/BT)



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Dear Parent/Carer

Allocation of Lockers

As you may be aware, last term we asked all pupils to return their locker keys to the school office. This was to complete a survey of all lockers, to check their condition and the way they are allocated to pupils.

In previous years, we have issued each pupil with a locker. However, findings from the survey have shown that not all pupils are using their lockers. This has resulted in lost keys and locks having to be replaced. We have therefore made some changes to the way we will issue lockers going forward.

If your child would like to use a locker a deposit of £5 must be made via ParentPay. Upon receipt of payment a locker key will be issued by office staff, pupils will be informed when their key is ready for collection. Lockers can still be located in the following areas:

- FAR – Technical Education Corridor
- LAW – Outside 2 Court Hall
- MHO – Dining Centre
- SCH – Technical Education Corridor
- S6 – Senior Common Area

Once the locker key is returned to the office at the end of the academic year the £5 deposit will be refunded via ParentPay or if your child loses their key and requires a new one, an additional payment of £5 will be required.

A payment item for lockers has been added to all secondary pupil accounts on ParentPay. A £5 deposit is only to be paid if your child wishes to use a locker. Please disregard this payment item if a locker is not needed.

Yours faithfully

A handwritten signature in black ink, appearing to be 'John Devine', written over a white background.

School Office

