

BED/RCA

7<sup>th</sup> July 2017

Dear Parents/Carers,

It's that time of year again when we need to empty lockers. Please could you make sure that your child's locker is completely empty by Thursday 20<sup>th</sup> July 2017. Any items left in lockers will be bagged up and kept till the 22<sup>nd</sup> September before we donate to charity.

An annual rental charge of £5 per student will be made to cover the cost of administering and maintaining the lockers. If your son/daughter would like a locker in September please pass your completed reply slip to Miss Carter by break time on Friday 15<sup>th</sup> September. Current students must make payment on ParentPay, any new students to the school should bring cash in a named envelope to Miss Carter in the main office.

We will issue a 4 digit padlock code which they will have to remember, however if they forget their code, Miss Carter in the school office will keep a record, but any lost padlocks will be the student's responsibility and the student will have to purchase a replacement padlock and code from Miss Carter. We do not allow students to bring in their own padlocks, if seen to do so they will be removed.

Students who have paid will be allocated their locker by Friday 15<sup>th</sup> September ready to begin using them on Monday 18<sup>th</sup> September.

Yours Sincerely,



Miss R Carter  
Finance Assistant

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Student Name: «Forename»«Surname» Form: «Reg»

I would like my child to rent a locker for the year and have paid £5 on ParentPay (current students)/  
have enclosed £5 (new students)

Parent signature: \_\_\_\_\_

Parent name: \_\_\_\_\_ Date: \_\_\_\_\_

