



July 2017

Dear Parents/Carers

**Lockers – from September 2017**

We have a number of lockers throughout the school that we hire out to students yearly, on a first come first served basis. The annual charge for the use of a locker is £5.00 (non-refundable) which will be available to purchase via your child's sQuid account, from Monday 10<sup>th</sup> July 2017.

You will need to supply your child with a combination padlock (with a locking bar/hasp no wider than 8mm in diameter and at least 35mm in length) and at the beginning of the September term, your child will need to select a locker and put their padlock on it. Once a locker has been selected, the slip attached to this letter must be completed and returned to the Finance Office as soon as possible at the beginning of the September term.

Random checks of all lockers will be made throughout the year and any locker being used that has not been paid for will have the padlock cut off, and the contents taken to Lost Property. Therefore, it is **very** important that you ensure your child returns the completed slip to the Finance Office and that payment has been made.

Please note sQuid charges 25p for any transaction under £10. If you do not wish to pay this charge, we recommend that you top up the purse with £10, use £5 to purchase a locker and leave a balance of £5 available for a future purchase on the account.

Yours sincerely

Mrs C Dunne  
Deputy Business Manager

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**Request for a Locker from September 2017**

**RETURN THIS SLIP TO THE FINANCE OFFICE - AFTER A LOCKER HAS BEEN SELECTED IN SEPTEMBER**

Student Name: \_\_\_\_\_ Tutor Group: \_\_\_\_\_

Locker number \_\_\_\_\_ *(Please do not return form until locker has been selected)*

- I have paid £5.00 (non-refundable) via my child's sQuid account
- I understand that the £5 charge is for the use of a locker for the 2017-2018 academic year only and it is my child's responsibility to empty their locker at the end of the school year

**Lockers remain the property of Cox Green School and can be searched without permission or the student present if required and with the approval of the Headteacher.**

Parents signature: ..... Date: .....

