



12 July 2018

Dear Parents/Carers

Lockers – from September 2018

We have a limited 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 Friday 13th July 2018.

In a change from previous years, all lockers will **be allocated to students by the Finance Office** after the locker rental has been paid on sQuid. You will need to supply your child with a large combination padlock (with a locking bar/hasp no wider than 8mm in diameter and at least 35mm in length). Please note that a luggage lock is generally too small for the doors, and locks with a thin flexible hasp do not securely lock the door.

At the start of the term in September your child's form tutor will give him/her a letter with their allocated locker number. Once your child has placed their padlock on the locker, the slip attached to the letter must be signed and returned to the Finance Office as soon as possible at the beginning of the September term. This will confirm that your child is using the allocated locker and register it in his/her name. Students are not able to select their own locker and must not place their padlock on a locker other than the one allocated by the Finance Office.

Random checks of all lockers will be made throughout the year and any locker being used that has not been paid for and/or has not had the slip returned to register the locker will have the padlock cut off, and the contents taken to Lost Property. Therefore, it is **very** important that you ensure payment has been made and your child returns the completed slip to the Finance Office. If he/she wish to change lockers during the year for any reason, your child must contact the Finance Office to request a move, which will be subject to another locker becoming available.

Please note that to allow lockers to be allocated before the start of term, any lockers paid for after 17th August may not be allocated until the end of the second week of the September term.

Please also note that sQuid charges 25p for any transaction under £10. If you do not wish to pay this charge, we recommend that you top up the 'trips and offers' 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