



September 2019

Dear Parent/Carer,

HIRE OF STUDENT LOCKERS: SEPTEMBER 2019 - JULY 2020

We are pleased that we are able to offer a secure locker rental system to students within school to use for storing PE kits, books, etc.

The fee for the year will be £10 non-refundable.

Please note that the school reserves the right to open the lockers if circumstances arise where this is felt necessary.

If you wish for your child to have the use of a locker, please read the terms and conditions, complete and return the reply slip attached. Due to a limited number of locker facilities available at Finham Park 2, we expect a high demand from students and to be oversubscribed. If this is the case, we will use the 'names out of a hat' system to determine which students receive a locker. All students who do not receive a locker but have returned their slip, will be added onto the waiting list.

Successful students will be then asked to complete the payment of £10.00 either via ParentPay or cheque. Cheques must be made payable to **Finham Park MAT** and returned in a sealed envelope clearly marked '**Locker Hire**' with your **child's name** and **mentor group** to Student Services no later than Friday 13 September 2019. Lockers will be available to use from Monday 16 September 2019. **Please note no cash will be accepted.**

Once the payment has been processed, your child will be issued with a locker for their own personal use for the academic year with the locker to be cleared at the end of the summer term 2020 to be reused by others the following school year.

Yours sincerely

Miss L Platt
Admin Assistant

LOCKER HIRE TERMS AND CONDITIONS

- Each locker will be numbered. No mark is to be made on the door.
- Access to lockers will only be allowed before school, during break time, lunch time and after school.
- Access to lockers will not be allowed during movement times between lessons.
- Students are not permitted to access lockers during lessons unless given permission by a member of staff.
- Accessing a locker will never be accepted as an excuse for lateness to lessons.
- The use of a locker is limited to the student hirer.
- The student hirer is responsible for the key; this **should not be given to any other student**.
- Food, drink, wet or dirty kit should not be left in lockers overnight.
- 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.
- Reasonable care and attention must always be taken in accessing and using lockers.
- If a student loses their key it must be reported to Student Services as soon as possible. A replacement key will cost £5.00.
- Lockers must be emptied at the end of the Summer Term and keys returned to Student Services.
- Any items found in the lockers 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.
- Any malicious damage to lockers may be charged for.
- Children must not share lockers with their friends.

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REPLY SLIP: Please return to Student Services in an envelope clearly marked with your child's name, mentor group and the words 'Locker hire' nu Monday 9 September 2019.

Student's name:

Mentor Group:

I agree to the terms and conditions and wish to hire a locker for the school year 2018 – 2019 for my son/daughter*

I will pay for the locker via parent pay if my child is chosen

Parent/Carer's Name:

Date: