

June 2020

Dear Parent / Carer

Student lockers

A number of you have been in touch to ask about belongings still left in student lockers. We understand that some students may have left things behind, and we are keen to get lockers cleared before the summer holiday.

We are going to implement the following process.

Current Years 7-10

School staff are going to empty and bag up all locker contents on behalf of students and store them in the school gym. Once we know how many bags of items require collection, we will set up an appointment system for parents to come into school to collect.

Parents with more than one child in school are of course welcome to collect the belongings of both children at the same time and Year 10 students will have their bag returned to them whilst they are on site. Keyworker and SEN students have already had their locker checked.

We are NOT going to ask students to return their key at this point, as it is the intention to keep these students in the same bank of lockers. If your child wishes to keep their locker, you will be asked to pay the usual £5 rental charge over the summer. Please keep your eye out for a separate emailed communication on this.

Students who wish to retain their locker will be able to move back into it when they return to school. Students who do not want a locker again can return their key at that point.

Year 11 Students

The contents of lockers for our outgoing Year 11 students will also be bagged awaiting collection. Year 11 parents will be invited to join the same appointment rota for collection of their child's belongings.

We do need Year 11 locker keys back, as these are needed to issue to our incoming Year 7 cohort. Parents are therefore asked to stick the locker key to a small piece of card **as soon as possible** and send it back to school via the Royal Mail. Lost keys will be charged at £5 per key as usual, and we will liaise with parents about how to make payment.

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Year 12 Students

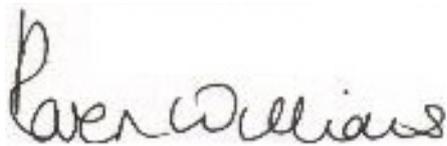
Year 12 students will be able to empty their own locker in school when they attend their option lessons. They are asked to do so in a timely way, **and to remove the padlock**. Lockers that still have padlocks on after the end of the summer term will be opened by the school and the contents disposed of.

Year 13 Students

These students have received a separate communication from the 6th form team detailing specific arrangements for them.

Thank you for your cooperation in ensuring we can carry this process out safely

Yours sincerely

A handwritten signature in black ink that reads "Karen Williams". The signature is written in a cursive style with a large initial 'K'.

Miss K Williams
Business Manager