

15 October 2021

Dear Parents/Carers

### **Student Locker Allocation**

You may be aware that we are fortunate to have a number of lockers within the academy for student's use. We would like to ensure that these are used for the benefit of students and there are currently some lockers available to allocate to students who do not already have one for this academic year.

If your child would like to be allocated a locker, this will be on a first come - first served basis. In order to be allocated a locker, your child must agree to the following terms:

- Student will provide an appropriate padlock for the locker in order to secure their locker
- Student will provide one duplicate key to be held by the academy
- Student will ensure their locker is completely emptied at the end of each half term

**If your child would like to be allocated a locker, please advise them to report to Reception on Tuesday 2 November (during break/lunch time or after school) and speak to Mrs Noble, who will allocate a locker number and take the spare key from them to be held by the academy.**

**For students who already have a locker in use, please report to reception on Monday 1 November to provide a spare key and confirm the locker number currently in use. If the locker in use is not confirmed, it may be re-allocated to another student.**

Many thanks for your support with this matter.

Yours sincerely



Seana Rice

Principal