



May 2022

Dear Parent/Carer

### **LOCKER HIRE**

We have lockers available for students. The cost for lockers is a £10 one off payment, which will need to be paid via ParentPay within 7 days of receipt of the key. Should your child wish to have a locker please read the information below and complete the attached reply slip

Students will be responsible for the keys and contents of the locker. Any keys that are damaged or lost will incur a charge of £3 payable via ParentPay after the replacement key is issued. If a new padlock is to be issued due to loss of second key, then this will incur a charge of £5 payable in the same way.

Lockers will be allocated on a first come first served basis. If your child is unsuccessful in reserving a locker, they will be put on a waiting list for when a locker becomes available.

To enable us to keep track and monitor lockers for safety reasons, we ask that keys are not exchanged between students and family members, passed on to friends or padlocks changed. The key must be handed back to Reprographics at the end of Year 11 (or before if the student leaves school or doesn't require a locker anymore) and the locker left **clean** and **empty**.

Please note that the school retains the right to search lockers if there is a concern that unsuitable, dangerous, or criminal material is being kept in a locker. We cannot accept liability for items that are left in lockers. Students do so at their own risk. We recommend that items of any value are not left in lockers. Any student caught damaging lockers whether it be their own or someone else's will no longer be able to use school lockers.

Please return the completed application form.

Kind regards

Mrs Penney  
Reprographics



## LOCKER HIRE APPLICATION

(An application does not guarantee a locker)

I wish to apply for a locker for my child for the duration of Year 7-11 at Bradon Forest School.

I confirm that I will pay the £10.00 fee via ParentPay once the key has been issued within 7 days.

Name of Student:	Tutor Group:
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I understand that my child will be responsible for the keys and contents of the locker and that the school accepts no responsibility for the loss or damage of items due to keys being mislaid or loaned to other students.

I understand that the Bradon Forest School staff have the right to search the locker if considered necessary.

Signed: .....  
*Parent/Carer*

Date: .....

Print: .....  
*Parent/Guardian*

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To be completed by a member of staff:

<b>Locker number</b>
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I confirm I have received a key to this locker

Signed: .....  
*Student*

Date: .....