



October 2015

Dear Parent/Carer

**Re: School Lockers**

Your child has indicated that they would like to hire a school locker; these are available at the cost of £10 per year. The locker will be issued in the name of one individual student who will take responsibility for the key. It is hoped that it will be possible for you to hire the locker in subsequent years if you wish to do so.

The rental fee will be put towards repairing any damaged lockers or providing additional lockers as they are needed. The key should be returned when the student has finished their schooling at Sir William Ramsay School. Please note that if your child loses the key we have to ask for £5.00 to be brought into school before we can arrange for a replacement key to be cut.

If you wish your son/daughter to participate in this scheme, please sign and return the attached reply slip and make your payment using ParentPay ([www.parentpay.com](http://www.parentpay.com)), our online payment system, choosing the service 'Lockers'. Please return the reply slip below to the Main School Reception in a sealed envelope with the student's name and form and 'Locker Key' clearly marked on the envelope, for the attention of Ms Claridge.

As the number of lockers is limited at present, they will be issued on a first come first served basis.

Yours sincerely

**Mr A J Hearne  
Business Director**

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**TO: Ms Claridge**

**Locker Rental**

Name of student..... Form: .....

- I agree to my son/daughter renting a locker and undertake to return the key at the end of my son/daughter's schooling
- I have paid £10.00 to cover the cost of hire for this academic year using ParentPay

Signed: ..... (Parent/Carer)      Date:.....

Head: Mark Mayne

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