



June 2018

Dear Parent/Carer

HIRE OF LOCKER

From September 2018 Year 7 pupils will be given the opportunity to have a locker for the 2018/19 Academic Year. These will be sited in the building where they register, enabling pupils to leave heavy books and PE kits until needed. Classrooms and corridors become less congested as large bags are not needed to carry items around during the day.

Whilst there is no rental charge for the Year 7 lockers, other year groups are charged £5.00 rental for the academic year. There is a deposit of £5.00 for all year groups which is refundable on the return of the key at the end of the Summer Term. Pupils who use a locker must follow the rules printed overleaf to ensure Health and Safety. The privilege to use a locker will be withdrawn if the rules are broken.

If you would like your son/daughter to hire a locker, please read and sign the attached agreement form. Your son/daughter will also need to read and sign the agreement. Please return the agreement along with a cheque for £5.00 in an envelope marked Lockers for the attention of the Finance Office. Cheques should be made payable to **Hartford Church of England High School**.

Lockers will be issued when the pupils start school in September 2018.

Please contact school if you wish to discuss this matter further.

Yours faithfully

Mrs J Walton
Finance Manager



TERMS AND CONDITIONS - YEAR 7 LOCKER

1. The deposit for a key is £5.00 for the academic year 2018/19
2. Each locker will be numbered. No mark is to be made on the door.
- 3 Access to lockers will only be allowed at the following times:

Before school	08:30- 08:40
Lunchtime	
After School	15:15- 15:30
4. Access to lockers will not be allowed during the 5 minute movement times between lessons 1 and 2 and between lessons 3 and 4.
5. Accessing a locker will never be accepted as an excuse for lateness to lessons.
6. The use of a locker is limited to the pupil hirer.
7. The pupil hirer is responsible for the key; this should not be given to any other pupil.
8. Food, drink wet or dirty kit should not be left in lockers overnight.
9. 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.
10. Reasonable care and attention must always be taken in accessing and using lockers.
11. If a pupil loses their key it must be reported to the Finance Office. A replacement key will cost £5.00.
12. Damage to the locker will result in the loss of the deposit.
13. Lockers MUST be emptied at the end of the Summer Term and the key returned to the Finance Office, the deposit will then be refunded. Any items found 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.



HARTFORD CHURCH OF ENGLAND HIGH SCHOOL

YEAR 7 LOCKER AGREEMENT 2018/19

Pupil Name.....

I/We have read the terms and conditions and wish to apply for a locker.

I/We enclose a cheque for £5.00 for the deposit, which will be returned, when the numbered key is handed back to the Finance Department at the end of the year.

PARENT/CARER NAME (Please print)

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PARENT/CARER SIGNATURE

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PUPIL NAME (Please print)

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PUPIL SIGNATURE

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DATE

.....

Locker Number:

Tutor Group:
(office use only)