

June 2018



Dear Parent/Carer

HIRE OF LOCKERS

Lockers are available in both East and West buildings to hire for the 2018/19 Academic Year. They will enable pupils to store heavy books and PE kits until needed, thereby reducing congestion in classrooms and corridors as large bags will not be needed to carry items around during the day.

The annual cost for the locker is £10.00 comprising a deposit of £5.00 and a hire fee of £5.00. The deposit is refundable upon return of the key at the end of the Summer Term. If the Locker key is lost a further deposit of £5.00 is required for a replacement key.

For Health and Safety reasons pupils who use a locker must follow the rules printed overleaf. The Privilege to use a locker will be withdrawn if the rules are not adhered to.

Please read and complete the agreement form overleaf; your son/daughter will also need to read and complete the agreement form.

Return it with your rental fee and deposit in an envelope labelled LOCKERS to the FINANCE OFFICE. Cheques should be made payable to "**Hartford Church of England High School**".

Lockers will be allocated as soon as possible and notification will be sent to the pupils tutors when keys are ready for collection.

Yours sincerely

A handwritten signature in cursive script, appearing to read 'J A Walton', followed by a small flourish.

Mrs J A Walton
Finance Manager

June 2018

LOCKER HIRE-TERMS AND CONDITIONS (Years 8-11)

1. The cost of renting a locker is £5.00 for the academic year 2018/19 plus a £5.00 deposit for a key. Total cost £10.00.
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:
 - a. Before school 08:30 - 08:40
 - b. Break 10:45 – 11:00
 - c. Lunchtime 13:05 – 13:45
 - d. 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 keys 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

LOCKER RENTAL AGREEMENT- 2018/2019 Years 8-11

I/We would like my son/daughter to rent a locker for the 2018/2019 academic year and enclose £10

I/We understand that the £5 Locker hire fee is non-refundable.

(Cheques should be made to be "Hartford Church of England High School". Please mark the envelope LOCKERS for the attention of the FINANCE OFFICE.)

My Child is aware of the conditions attached to using a locker.

Pupils Name: (Please print)

Pupils Signature:

Parent/Carer Name (Please print)

Parent/Carer Signature:

Date:

Locker Number :.....
(Office Use Only)