



4 September 2018
Keyworkers/Year7Lockers2018

Dear Parent

Re: Renting lockers in Year 7

I am writing to give your son/daughter the opportunity to rent a St John's locker from September 2018.

We charge £20.00 per student to rent a shared locker which includes a returnable deposit of £7.50 for the key.

Payment should be made online through ParentPay; you will not need to return the paper permission slip if you pay online. Payment can still be made by cheque with the completed permission slip at the end of this letter. For security purposes we request that you do not make payments in cash, the Academy cannot be held responsible for the non-receipt of cash payments from students.

Each student will be required to share with another student unless exceptional circumstances apply. Where possible the student should make their own sharing arrangements (please ensure it is agreed mutually) and then ensure that both parties refer to each other only in the Notes section of ParentPay or on the slip below. If one party does not pay by the payment deadline we will arrange for a different sharer. Please do NOT add other sharing options. If you have no preference, please state this and we will endeavour to get an appropriate student to share with them.

A Master key for all lockers is held in school. This is kept in the PE Office should your child forget their own on any single day. If lost, a replacement key can be purchased for £7.50 and this should be ordered through the Pastoral Office, F223. This is separate from the deposit which will still be refunded when a key is handed in at the end of the year.

We will make a request in July for the keys to be returned and the deposit refund will then be organised. Full details will be sent at that time. Keys not returned will be assumed 'lost' and the deposit will be retained.

If you could ensure payment and a sharing decision is made as soon as possible, we can then arrange to get the keys distributed during the week beginning 17 September.

In case of financial hardship, support may be available from the St John's Opportunity Fund and a letter to the Principal will be dealt with confidentially and sympathetically.

Yours faithfully

Mrs D Lester

Keyworker
St John's Marlborough

You do not need to complete and return this form if you pay online via ParentPay.

I would like a locker for my child from September 2018 for the school year, and enclose payment of £20.00. **Please write your child's name on the back of the cheque.**

Student's name (please print)Tutor Group

Name of student to share withTutor Group

Please make cheques payable to St John's Marlborough and place in an envelope marked Year 7 Lockers, with this slip and post in the Financial Mailbox in the Atrium.

St John's does not accept any responsibility for loss or theft of any money or personal belongings brought onto the premises including mobile phones.

