

18<sup>th</sup> September 2018

Dear Parent/Carer,

**Allocation of Lockers**

To aid our students we have lockers available in school. The lockers are big enough to store an average sized school bag and coat. Students must place their belongings in their lockers at the start of the day; only taking to lessons the books and equipment they need for the morning session. Students will be allowed to access their lockers before school, at break, lunch and after school but will not be allowed to use them during lesson change over times as we want to keep lesson contact time to a maximum.

To receive the key to their locker, your child will need to pay a £5.00 deposit (which will be refunded when they leave school). Lockers are allocated on a first come first served basis.

If your child loses their locker key, there will be a non-refundable charge of £3.50 for a replacement key. This will be a separate charge to the £5 deposit. The locker allocated to your child will remain theirs throughout their time at Dame Elizabeth Cadbury. Master keys will be held in school by senior members of staff in case a student forgets their key.

Members of staff have the right to check the lockers of any students at any time.

I hope your child will take advantage of this further safeguarding facility at Dame Elizabeth Cadbury and if you require any further information please do not hesitate to contact your child's Head of House.

Yours faithfully,



Mr M. Dunn  
Headteacher

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**Allocation of Locker**

**Pupil Name** ..... **Form** .....

I consent to my child being allocated a school locker and enclose the £5.00 refundable deposit.  
I understand there will be a non-refundable charge of £3.50 for a replacement key and that the school reserves the right to access my child's locker if deemed necessary.

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

Please return the consent slip and £5 deposit to the Red Box in the Foyer for the attention of Mrs J Buttress.

**Mr M Dunn: Headteacher**