

## APPLICATION FOR LOCKER

### STUDENT

Name ..... Tutor Group .....

I agree to abide by the following rules:

- I will not give or lend my key to anyone else.
- I will not store anyone else's property in my locker.
- I will not put stickers or graffiti inside or outside the locker.
- I will report the loss of my key to the School Business Manager immediately.
- I will go to my locker at authorised times only:
  - Before school.
  - After school.
  - Morning break.
  - The first /last ten minutes of the lunch break.

I understand that if I break these rules, my key may be withdrawn.

Signed ..... Date .....

### PARENT/CARER

Once a locker becomes available, a payment of £20 will need to be made via ParentPay. This payment item will appear once a locker has been allocated to your child.

I understand that £5 is in payment and £15.00 is a returnable deposit.

I understand that:

- I may request a refund by handing in the key to Student Services.
- If my son/daughter does not follow the rules above, his/her key may be withdrawn.
- £5 of the deposit will be forfeited each time a key is lost.
- I understand that refunds will be made by BACS payment once the key has been returned
- The deposit may be retained if the locker is damaged.

Signed ..... Date .....

Print name .....

### OFFICE USE

£20 received via ParentPay  (please tick and sign) .....

Locker no. .... Key serial no. .... Date .....