



23rd September 2024

Dear Parent / Carer,

## Locker Hire

We have a limited number of lockers available for our Year 12 and 13 students to hire for the academic year. The cost to hire is £25 per locker, per year.

If you would like to take advantage of this facility, please make payment via Payment. Below are instructions on how to do this:

1. Log into your ParentMail Account
2. From the Main Menu, select "Payments"
3. Click on "Shop"

Here, you will see "Locker Hire"...it may be accompanied by your child's Year Group (Locker Hire - Year X). Click on this and follow the on-screen instructions to reserve and pay for a locker for your child.

Students will then be able to collect a key from the next working day from our Reprographics Office.

Should a replacement key be required at any time during the year, please email me to request this. There is a cost of £6 per key and again, is payable via ParentMail.

Lockers can be shared by siblings by purchasing a locker for your youngest child and then paying an additional £6 for a second key.

You will find the facility to buy an additional key also in the "Shop" and this is listed as "Additional Locker Key for Siblings Sharing". Please click on this and again, follow the on-screen instructions. Please do not buy an additional key until you have successfully purchased a locker.

Of course, you also have the option to hire separate lockers for each child should you wish.

We kindly request that students do not share lockers with another student unless they are siblings.

If you have any questions regarding the hiring of lockers, please do not hesitate to contact me.

Yours faithfully,

**Mrs C Bradbury**

Reprographics Assistant

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