



17th July 2023

Dear Parent / Carer,

Locker Hire

From September, we will once again be hiring out lockers. There is a limited number available and so should you wish to hire a locker for your child for the next academic year, please visit your ParentMail account from 1st August, when the lockers will be released for reservation on a first come, first served basis.

There is a charge of £25 per locker, per year. Should a replacement key be required at any time during the year, these are charged at £6 each.

Below are instructions on how to find the facility on ParentMail for when reservations open on 1st August:

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.

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.

Keys for lockers will be issued to students during the first few weeks of our return in September.

Yours faithfully,

Mrs C Bradbury

Reprographics Assistant

cbradbury@buckinghamschool.org

repro@buckinghamschool.org