



4th July 2023

Dear Parent / Carer,

Locker Key Return

As the end of the school year approaches, we need to begin collecting in all locker keys, ready for re-allocation next year.

Please can I ask that if you hired a locker for your child/children to use during this academic year, that their locker is emptied and the key(s) returned to the Reprographics Office by Friday 21st July 2023.

If your child has lost their locker key, please could you kindly inform me, via email, so that I can update our records.

Confirmation of the process for hiring lockers for the next academic year will be sent out before the end of term.

Many thanks for your co-operation.

Yours faithfully,

Mrs C Bradbury

Reprographics Assistant

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