

4th July 2017

Dear Parents / Carers

I am writing to you regarding the provision of lockers for Year 6 children.

Your child will be given a locker when they return to school in September 2017 and it will be theirs to use until the end of the summer term. We would recommend that you purchase a lanyard on which to attach the locker key to ensure its safe keeping.

Could you please read the Locker Policy overleaf and complete and sign the information below and return to the School office.

Locker Access

If we need the locker to be emptied, we will notify your child ahead of time. If your child has any problem with their locker they should speak to their class teacher.

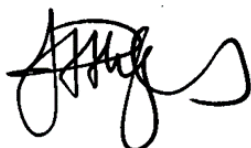
Locker Key Replacement Fees

Lockers are the property of Beecroft Academy. The lockers are for your child's convenience and are supplied with one key. However, if your child loses their locker key you will be charged £5.00 to buy a replacement.

Beecroft Academy cannot be held responsible for the loss of any items.

All children must abide by the school's Locker Policy (overleaf) and any child who fails to abide by this policy will forfeit the right to have a locker.

Yours sincerely



Mr J Hughes
Headteacher

Locker Reply Slip: To be returned to the Main Office.

Name of child: **Class:**

I have read the school's Locker Policy and understand the consequences of my child not adhering to it. I will be required to pay £5.00 to buy a replacement key should my child lose theirs.

Signed: (**parent/carer**) Date:

I have read the school's Locker Policy and understand the consequences of not adhering to it.

Signed: (**child**) Date:

Beecroft Academy Locker Policy

Locker Rules

1. The locker and its contents are your child's responsibility.
2. Lockers cannot be shared with another child.
3. Your child must report any problems with this locker to their class teacher immediately.
4. Your child must not swap lockers with anyone.
5. Your child must tell their class teacher if they lose a key. If they forget their key and need to get into the locker, they must speak to a member of staff at the main office.
6. Children must not lend or give their key to anyone else.
7. Children must not write on or damage any locker. The condition of the lockers is regularly checked.
8. Children must not change the number written on the front of the locker.
9. Children must not try to open any other locker with their key. It is for their locker only.
10. Children must not force anything into the lock.
11. If the locker is no longer required, the key must be handed in at the main office for the deposit to be returned.
12. Children must regularly clean out their locker.
13. If any child is found to have damaged any locker a letter will be sent home and they will be expected to pay for the repairs.