

## LOCKER AGREEMENT FORM      2022/23 ACADEMIC YEAR

**For your information only – we do NOT require paper copies. By clicking the Consent button on ParentPay checkout, you are accepting the T&Cs. The Notes field is available for you to enter an optional assessment of your child's height.**

<b>PUPIL NAME</b> PLEASE PRINT		<b>FORM GROUP</b>	
<b>HEIGHT OF CHILD</b> (optional)	Please circle: For their age      SHORT      /      AVERAGE      /      TALL <i>We make every effort to allocate lockers at an appropriate height based on this information.</i>		

- We have read the terms and conditions and wish to apply for a locker.
- We understand the £15.00 locker hire fee is non-refundable.
- We understand that the £5.00 deposit for the key will be returned, when the numbered key is handed back to the school main office at the end of the academic year.

### PAYMENT

**I have paid the full amount of £20.00 via the ParentPay on-line system. A reminder of your child's unique ParentPay activation code can be obtained by emailing [finance@alsagerschool.org](mailto:finance@alsagerschool.org) (please state your child's name).**

<b>PARENT / CARER NAME</b> PLEASE PRINT	
<b>PARENT / CARER SIGNATURE</b>	
<b>PUPIL SIGNATURE</b>	

### FOR SCHOOL OFFICE USE:

<b>PAYMENT CONFIRMED</b>			
<b>DATE KEY ISSUED</b>		<b>KEY ISSUED BY</b>	
<b>DATE KEY RETURNED</b>		<b>KEY RECEIVED BY</b>	
<b>£5.00 DEPOSIT RETURNED</b>	<b>DATE:</b>	<b>SIGNED</b>	

## **TERMS AND CONDITIONS OF LOCKER HIRE - Academic Year 2022/23**

The cost of the hire of a locker is £15.00 for this academic year plus a £5.00 deposit for a key.

This is a fixed cost regardless of any delay in issuing lockers due to COVID 19 related issues or for new starters mid-way through the academic year.

The £5.00 deposit will be refunded on the return of the key at the end of the Summer Term.

1. Each locker will be numbered. No other mark is to be made on the door.
2. Only pictures of a suitable nature can be put on the inside of the door using blu-tack only.
3. Pupils must not put wet coats in their lockers.
4. Those pupils who are allocated a locker will be able to keep all their books and their bag in it. They will no longer need to take their bag to lessons, only the books and/or equipment needed for the next two lessons.
5. Pupils must not visit their lockers during lessons, form time or in between double lessons. Visiting times are:

Before school	8.30am - 8.40am
Breaktime	10.45am - 11.05am
Lunchtime	Dependent on their lunch period
After school	3.10pm - 3.30pm
6. Pupils must not go in anyone else's locker.
7. Pupils must keep their key on them at all times. We suggest a chain which can be attached to a belt or keep the key in a purse, clearly marked with the pupil's name.
8. If a pupil forgets their key, a member of staff will be available to open lockers at the beginning of the day only. Books for the day must be removed and their bag used for that day.
9. If a pupil loses their key, they must inform the Finance Office who will arrange for the amount of £5.00 for a replacement key to be uploaded onto ParentPay as a deposit for a new key. Keys will only be issued at the beginning of the day. There are only two keys for each locker and replacements will only be ordered at the end of each term ready for the following term.
10. The school reserves the right to search all/any locker and its contents at any time and remove any items of an unsuitable/dangerous/illegal nature.
11. The school reserves the right to remove a locker from any child. The reasons may include damage to their locker, keeping unsuitable/dangerous/illegal items in it, visiting their locker outside of the agreed times, constantly late for lessons/form time because they are visiting their locker, continually forgetting their key etc.

Due to the limited space available and the size of the lockers, only one pupil per locker.

**LOCKERS ARE IN SHORT SUPPLY AND ARE REGARDED AS A PRIVILEGE. PUPILS MUST REALISE THAT IF THERE IS ANY ABUSE OF THIS PRIVILEGE, THE LOCKER WILL BE REMOVED FROM THEM AND NO REFUND ISSUED.**