

September 2017



Dear Parent/Carer

## LOCKERS

The cost of each locker is £5.00 for the academic year (September 2017 to July 2018).

At the beginning of each academic year, students may apply for a locker. Students will be allocated lockers on a 'first come first served' basis and will need to provide their own padlock and key for the locker.

Students are made aware of the following **conditions of use**:

- You must only use the lock number assigned to you. If you use one that has not been assigned to you, the padlock will be cut off and the contents removed.
- Food must not be left in lockers overnight.
- Any damage must be reported immediately to Student Services.
- Lockers are subject to ad hoc inspections.
- Lockers must be cleared and cleaned at the end of each academic year and the padlock removed.

Payment can be made using our online payments system (Wisepay) which can be accessed via the 'Parents' page on the College website.

If you are unable to use the online payments system and would like your child to apply for a locker, please complete and return the reply slip below if paying by cash or cheque.

Yours sincerely

Jill Grinnell  
Administration Manager

Head of School (Primary Phase): Paul Jones Head of School (Secondary Phase): John Gilligan  
Executive Headteacher: Helen Price

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Please return this reply slip to the Finance Office letterbox

STUDENT'S NAME:

\_\_\_\_\_

FORM:

\_\_\_\_\_

I would like my child to have a locker for the period September 2017 to July 2018 and enclose \*cash / \*cheque payment of **£5.00** (*\*delete as applicable*)

Money for the lockers should be put in a sealed envelope and must clearly state 'LOCKERS' together with the student's name and form.

*(Cheques made payable to: Hampton College)*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Parent/Carer)