



THE BURGESS HILL ACADEMY

Our Ref: MKR/Lockers

September 2018

Station Road, Burgess Hill,
West Sussex, RH15 9EA

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Principal: Jon Francies

Dear Parent/Carer

Key Stage 3 Lockers

Your son/daughter has the option to use a locker.

In order that they are looked after in a suitable way and the students take responsibility for their care we are imposing some conditions on their use. These are:

- Students will pay a non-refundable fee of £10.00 to use the lockers throughout Key Stage 3 (Years 7 to 9). Payments may be made online or by cheque, payable to The Burgess Hill Academy. Please note that payment will need to be made before the locker is allocated. At the end of Year 9, students will be asked to clear their lockers and a further non-refundable fee of £10.00 will be required to allow them to use a locker through Key Stage 4 (Years 10 and 11).
- Students will be expected to provide their own padlock.
- The lockers will be assigned on a first come first served basis.

If you would like your son/daughter to have the use of a Key Stage 3 locker please complete and return the form overleaf.

Should it be necessary, we reserve the right to ask the Site team to remove the padlock from your son/daughter's locker.

Yours sincerely

The Administration Office



Key Stage 3 Lockers

Name of student: Tutor Group:

I have read the conditions of use for lockers at the Academy and would like to take advantage of the use of a Key Stage 3 locker.

*I have paid £10.00 online.

*I enclose a payment of £10.00 (please make your cheque payable to The Burgess Hill Academy).

*Please delete as appropriate.

I agree to members of the Site team removing the padlock from my son/daughter's locker if necessary.

Signed:..... Parent/Carer Date:

.....
For Academy Use Only

Key Stage 3 Lockers

Name of Student: Tutor Group:

You have been allocated the following locker:

Locker number allocated:

Block: