



THE BURGESS HILL ACADEMY

Our ref: MKR/Lockers

September 2018

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West Sussex, RH15 9EA

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Principal: Jon Francies

Dear Parent/Carer

Key Stage 4 Lockers

We are delighted to let you know that C block lockers are now available to be used by Year 10 and 11 students.

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 4 (Years 10 and 11). 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 11, students should be asked to clear their lockers by the time they have taken their last exam.
- Students will be expected to provide their own padlock.
- The lockers will be assigned on a first come first served basis.

If you want your son/daughter to take advantage of the use of a Key Stage 4 locker please complete and return the form below.

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



THE BURGESS HILL ACADEMY
Slip
Please return to the A block post box 17th September

Reply

Key Stage 4 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 4 locker.

*I have paid £10.00 online.

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

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

*Please delete as appropriate.

Signed:Parent/CarerDate:

.....
For Academy Use Only

Key Stage 4 Lockers

Name of student: Tutor Group:

You have been allocated the following locker:

Locker number allocated:..... Block: