



Dear Parent or Carer,

Hire of Meden School Locker

We recently invested in a limited number of lockers which means that students will not have to carry all their belongings with them to each lesson. These lockers are available for students to hire for the five years they are at school.

If you would like your son/daughter to hire a locker, please read and sign the attached Agreement Form with your son/daughter. Please return the completed Agreement Form to the Finance Office along with a £2.00 non-refundable payment for the lease and upkeep of the locker.

Should your child lose their locker key, we will replace the key at the cost of £3.00.

Please do not hesitate to contact me if there are any queries.

Yours faithfully

Mrs Wass
Operations Team



MEDEN
SCHOOL

OFFICE USE ONLY	
PAYMENT RECEIVED	
LOCKER NUMBER	
RECORDED ON DATABASE	

TERMS AND CONDITIONS OF LOCKER HIRE

1. The cost of the locker is a one off payment of £2.00 that is non-refundable.
2. Should students lose the key to their locker they will need pay £3.00 for a replacement.
3. Each locker will be numbered and no other marks are to be made on the door.
4. Those students who are allocated a locker will be able to keep all their books and their bags, although they must ensure they have all the equipment required for lessons set out in the schools equipment policy.
5. Students must not visit their lockers during lessons, tutorial time or in between lessons.
6. Visiting times are:
 - i. Before School: 8:00am – 8:20am
 - ii. Break time: 10:25am – 10:40am
 - iii. Lunchtime: 12:20pm – 12:30pm
 - i. 12:45pm – 12:55pm
 - iv. After School: 15:30pm – 16:00pm
 - v. Friday After School: 14:35pm – 15:00pm
7. Students must not enter any other students' locker with or without permission.
8. Students must keep their key with them at all times. We suggest that students have a keyring with their name on so that it can easily be identified
9. If a student forgets their key, a member of staff will be available to open lockers at the beginning of the day only. Anything required for the day must be removed as no member of staff will be available to open the lockers after this time.
10. Students must not leave wet coats or umbrellas in lockers as they ruin items in the lockers below.
11. Students must not leave rubbish/food waste in lockers, lockers must be tidy at all times.
12. The school reserves the right to search all lockers and its contents at any time and remove any items of an unsuitable, dangerous or illegal nature.
13. The school reserves the right to remove a locker from a student. The reasons may include damage to their locker, keeping unsuitable/dangerous or illegal item in a school locker, visiting their locker outside of the agreed time without permission to do so and/or continually forgetting their locker key. Although it will be at the schools discretion to remove the locker from a child for any other reason it deems to be unacceptable use of the locker.



Locker Agreement Form

Student Name: _____

Tutorial Group: _____

We have read the terms and conditions and wish to apply for a locker.

Payment:

I have paid the full amount of £2.00 in cash.

I have enclosed a cheque made payable to Meden School for the full amount of £2.00.

We understand the £2.00 for the locker hire is non-refundable.

We understand that we will be required to pay £3.00 for a new locker key should your child lose their key.

PARENT/CARER NAME (PRINT) _____

PARENT/CARER SIGNATURE _____

STUDENT NAME (PRINT) _____

STUDENT SIGNATURE (PRINT) _____