

24<sup>th</sup> October 2019

Dear Parent/Carer

**Locker Key Deposit Refunds – Students in Years 8, 9, 10, 11 and 13**

As you will be aware, from 4<sup>th</sup> November 2019 we are going to be a cash-free school. As a part of this process we have reviewed our locker rental procedures and have made the decision to not charge a £5 key deposit. We therefore need to issue a refund of £5 to all families of students in the above year groups, who have paid deposits (no deposits were taken from students in Years 7 or 12). This is because we will not have the facility to issue £5 refunds to students at the end of this and future academic years.

If parents would prefer to collect the deposit refund themselves, please contact the Finance office between Monday 4 November 2019 and Friday 8 November 2019 to make arrangements for this.

Alternatively, students will be given the refund during week commencing 11 November 2019. Students should report to the Main Hall, during their lunch break on the dates below, bringing their planner for identification. They will be asked to sign their name and will be given £5 in cash.

Lunch Period	Mon 11 Nov	Tues 12 Nov	Wed 13 Nov	Thurs 14 Nov	Fri 15 Nov
12:20-12:50	Year 10 Surname A-M	Year 10 Surname N-Z	Year 8 Surname A-M	Year 8 Surname N-Z	Year 13
13:20-13:50	Year 11 Surname A-M	Year 11 Surname N-Z	Year 9 Surname A-M	Year 9 Surname N-Z	Year 13

If there are any queries, please contact the school reception on 01347 821451 and ask for the Finance Office.

Yours sincerely

*D Smiley*

Diane Smiley  
Assistant Finance Manager