

13th July 2016

Dear Parent/Carer

We are putting a system in place to ensure that all lockers are cleared out before the end of the academic year. To ensure this is completed as smoothly as possible all students will be having their lockers cleared and their locks and keys will be taken home for safe keeping or placed in envelopes in Company Offices from Monday 18th July 2016 to Friday 22nd July 2016.

This will be completed during tutor time but we ask that you begin to advise your child to clear out larger items from their lockers before this date. If anything is left in lockers after Friday 22nd July 2016 it will be recycled, given to charity or disposed of, this includes any locks remaining on lockers.

Thank you for your support with this.

Yours sincerely



Mrs Sheena Kelly
PA to Head of School

