

9<sup>th</sup> July 2015

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 we request that all locks and keys are taken home for safe keeping from Monday 13<sup>th</sup> July 2015 to Friday 17<sup>th</sup> July 2015.

This will be completed during tutor time but we ask that you begin to advise your child to clear out their lockers now of any larger items before this date. If anything is left in lockers after Friday 17<sup>th</sup> July 2015 it will be recycled, given to charity or disposed of, this includes any locks remaining on lockers. We are happy to keep locks and keys in Company Offices should you require.

Thank you for your support with this.

Yours sincerely

Mrs Ellie Griffiths  
PA to Chief Executive/Principal

