

SR/JEP

1 June 2009

Dear Parent/Carer

Re: Year 7 Lockers

The school is now operating a system for pupils in Year 7 to have the use of a locker for their first three years at the school. All the current Year 7 lockers are located in the main building. The hire charge for the three year period is £18 (£1 per term for six terms per year). At the completion of Year 9 we will ask for the key to be returned at the end of Term 6, with the locker in good order.

If your daughter/son loses the key at any time they will need to see Mrs C Duffy to organise a replacement. The key replacement fee is £6. This fee will also be charged if no key is returned at the end of Year 9.

If you would like your daughter/son to have the use of a locker, please complete the enclosed slip and return it to the school, along with the appropriate payment at New Parents' Evening. We will endeavour to issue all lockers as soon as applications are received, and hopefully by the start of term 1 in September.

Cheques should be made payable to 'Ralph Allen School' with your child's name and tutor group on the reverse.

Yours sincerely

Steve Rose

Mr S Rose
Acting Deputy Headteacher