

Oaklands Catholic School and Sixth Form College

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Edith Stein Catholic Academy Trust
(A Company Limited by Guarantee)

Registered in England and Wales, Company No 07721932

Headteacher: Matthew Quinn B.Ed (Hons), M.A., NPQH

Our Ref: DMB/Business Support

Dear Parent/Carer

Ref: Lockers

To help students organise their books, equipment, PE kits etc, all students will be allocated a locker for their use in Years 7, 8 and 9; the cost of the locker is £5.00. This charge is used to cover the administration of the lockers and replacement lockers as a result of normal wear and tear. They will be issued with a padlock/key and a record made of allocation. It is important that they look after this key and bring it to school each day. If a locker padlock/key is lost there will be a charge of £6.00 for a replacement padlock/key. Students are not permitted to use their own padlock – these must be purchased from the school.

If your child has a query about lockers or loses their padlock/key, the first place they should go to is the **Business Support Office accessed by the Epraise Window**. Separate arrangements will be made for the use of lockers, if required, for students in Years 10 and 11.

Our preferred method of payment is via our online payment system by selecting 2020-21 locker charge from the 'Educational Equipment, Products' section. Alternatively, payment can be made by cash or cheque (made payable to Oaklands Catholic School). Please mark the payment clearly stating locker payment with your child's name and tutor group, for the attention of the Finance Department. Details of our online system will be provided to parents in a separate letter.

Please make payment prior to **Wednesday 2 September 2020** to enable the Business Support Office to allocate your child a locker on their first/second day.

Yours sincerely

Mrs H Over

Head of Year 7

Mrs J Oldroyd

Deputy Headteacher

PLEASE RETURN TO THE FINANCE OFFICE

Locker payment

Student: Form:

I enclose cash/cheque for £5.00 (payable to Oaklands Catholic School).

I will pay online

Parental Signature: Date:

School Privacy Notice

Please follow the link <https://www.oaklandscatholicschool.org/about-us/privacy-notice/> or visit our website for more information