



June 2022

RE: LOCKER RENEWAL

E: passmores@passmoresacademy.com
W: www.passmoresacademy.com

We are fast approaching the end of this academic year, if your child currently has a locker, it is now time to renew the rental for the next academic year.

Lockers are available for £5 per person, per academic year, regardless of whether sharing or not. The rental fee is non-refundable. An additional key or replacement key can be obtained at an additional cost of £3.

We would appreciate receiving payments for those students wishing to share a locker at the same time for administration purposes. We encourage those that do share to share with a friend within the same Year.

Please complete the form below and return to Student Services by **Friday 15th July 2022**, payments can be made by ParentPay or cash.

The locker rental will only be renewed upon receipt of payment.

If payment has not been received by Friday 15th July 2022 we will assume that you no longer require your locker and it will be allocated to another student on the waiting list. If you do not wish to renew your locker for the forthcoming academic term, please tick the box below. Please note the locker will not be available for use as of September 2022. Please ensure all belongings are removed from the locker and your key is returned to Student Services by the end of the summer term Thursday 21st July 2022.

Yours faithfully

Mrs Sally Beatty
Student Services Manager

LOCKER RENTAL SCHEME - Please return to Students Services

Students are responsible for:

Maintaining their locker

Replacing lost/broken keys

Making payment for the next academic year or returning the key if the locker is no longer required

I agree to the above terms and conditions and confirm the details below are correct:

Name:	Form Group:	Year Group:
Name: (Name of student you wish to share with)	Form Group:	Year Group:
Locker:	Location:	Key Code:

I enclose payment of £ _____ (please circle) Cash ParentPay

I no longer require my locker and do not wish to renew for the forthcoming academic year, I will ensure that I have emptied my locker before the end of the summer term and understand that if I do not the contents will be emptied and disposed of accordingly (please tick).