



Trinity School

A Church of England
Academy

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Sheila Johnston and Derek Kay
Co-Headteachers

July 2017

Dear Parent/Carer

Re School Lockers – Academic Year 2017-18

I am writing to outline the locker allocation system for this Academic Year.

Lockers will be made available to students for a hire charge of £5 per school year. This is an annual charge and there will be no refund at the end of the school year. Students will have to re-apply for lockers each Academic Year. The lockers have a locking mechanism which requires students to use a four digit number to access them, there is no key for the student and the number is unique to them. Each House area will be issued a master key which can open the locker should your son or daughter forget their number and the number can then be reset.

Please note that there are 200 lockers available to each House. Payment does not guarantee your child a locker, however, if no locker is available a full refund will be given.

To apply for a locker please follow the instructions below:

- Parent Pay** – NB: This is our preferred method of payment
Make your payment online and when you receive your receipt via email **please forward it to your child's House Tutor** as follows:

Amazon House	gmc@trinity.cumbria.sch.uk
Everest House	aba@trinity.cumbria.sch.uk
Kilimanjaro House	kwa@trinity.cumbria.sch.uk
Nile House	awy@trinity.cumbria.sch.uk

The House Tutor will then contact your child and allocate a locker.

- Cheque/Cash Payments** – **Cheques should be made payable to Trinity School**
To apply for a locker **please complete and print the slip below.**

Staff will be available in Jubilee Hall for Nile and Kilimanjaro students, on Wednesday 6 September and Amazon and Everest students on Thursday 7 September 2017 before 8.30 am, breaktime and lunchtime to receive the completed slips and payment. Students will then be allocated lockers by the House Staff once they have a valid receipt.

Should you have any questions please do contact the relevant House office.

Yours faithfully

P Charnock
Assistant Headteacher

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REPLY SLIP: School Lockers – Academic Year 2017-18

Student Name: _____ Form: _____ House: _____

I agree to the £5 locker hire charge for Academic Year 2017-18 and understand that there will be no refund.

*I enclose payment of £5.00 Cash Cheque

Parents' Signature: _____

Date Payment Received: _____ Staff Signature: _____

*Please indicate ✓