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S. Mann CEO

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## **Dear Parents**

As we approach the end of term, please can we request that students return their locker keys in exchange for their £5 refund. Keys should be returned to the Finance Office during break times and we would request that keys be returned by **Friday 12 July**.

Prior to returning their keys, students must check and empty their locker, as school staff will not be responsible for doing this as has been the case in previous years. Students will be asked to sign the locker register before they are given their refund and by doing so students are confirming that they have emptied their locker. Any property remaining inside will be removed with the lockers when they are replaced during the summer holidays and school will not be held responsible for the loss of any student's property.

Yours faithfully

**Finance Office** 

















