



HECKMONDWIKE GRAMMAR SCHOOL

RGT/TCC

13 July 2023

Dear Parent/Carer

We are pleased to report that we will be re-instating lockers around school. We have worked hard to ensure that the lockers are in locations that are accessible. We recognise that this will be a welcome relief for students who carry multiple bags to school.

To secure a locker we are asking for a £5 deposit for the key which will be refunded when the locker key is returned. We are going to distribute lockers in two waves.

Wave 1 will be for students who want to secure their locker before the summer holidays. To do this we will open up the portal on ParentPay at the end of school on Friday 14 July and close it on Wednesday 19 July at 9.00am. Parents should use their ParentPay account to pay the £5 locker deposit. Students can then collect their allocated locker key from Mrs Brooke in the Pastoral Office (on the Swann Corridor) before school, at break time and after school on Wednesday, Thursday and Friday of next week.

Wave 2 will be for students who do not want/need a locker before the summer. We will open up the ParentPay portal again on Friday 21 June for parents to pay the deposit at some point before the start of next term and we will distribute keys when we return in September.

Lockers will be allocated on a first-come-first-served basis. Students moving from Y10 into Y11 in September will have a locker in the Senior Common Room – which is why we are collecting in current Y10 keys and refunding their deposits.

Lost Locker Keys: If the locker key is lost you will be required to pay £5 for the replacement. Once £5 has been paid into ParentPay students should see Mrs Brooke who will issue a replacement key.

By paying for a locker, students are agreeing to the conditions of locker usage which can be found over the page. We do ask that students keep their locker clean and tidy and that they use it only for the purposes of storing their school equipment. Students are welcome to access their lockers before form period, at break and lunchtime and after school but we ask them not to visit them in-between lessons. This will not be a valid reason for late arrival to lessons.

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Headteacher: Mr P Roberts

Heckmondwike Grammar School Academy Trust is a charitable company limited by guarantee, registered in England and Wales with company number 07348329. Registered office address as above.

Rules for Using School Lockers

Locker Usage:

- Students should only access their lockers before form time, at break and lunchtime and after school. They should not be accessed during lesson time without permission. Students should allow plenty of time to access their lockers before lessons to ensure that visiting their locker does not make them late to lesson.
- Students must use the locker assigned to them and not switch or exchange lockers without proper authorisation.

Locker Maintenance and Security:

- Students are responsible for keeping their lockers clean and organised.
- Lockers should be securely locked at all times when not in use.
- Students should report any maintenance issues or malfunctioning locks to their HOY promptly.

Personalisation:

- Students may not personalise the inside of their lockers. Graffiti, stickers, or any other form of defacement on the interior or exterior of lockers is strictly prohibited.

Prohibited Items:

- Students must not store any prohibited items in lockers, including but not limited to weapons, drugs, alcohol, tobacco, or any item that violates school rules.
- Hazardous materials, flammable substances, or any items that pose a safety risk are strictly prohibited.

Sharing and Borrowing:

- Students should not share or borrow lockers with other students.

Unauthorised Access:

- Students must not attempt to open or tamper with lockers that do not belong to them.
- Unauthorised access to other students' lockers is strictly prohibited and may result in disciplinary action.

Security and Privacy:

- Students should refrain from sharing their locker keys with others.

Inspections:

- Lockers may be subject to inspections for security purposes.

- Students should cooperate with any locker inspections conducted by school staff members.

Consequences for Violations:

- Any violation of the locker rules may result in disciplinary action.

Yours faithfully,

A handwritten signature in cursive script that reads "Richard Tipler".

Mr Richard Tipler

Deputy Headteacher