

Dear Parent/Carer

LOCKER LEASING

The school has a locker leasing arrangement whereby lockers are provided in every classroom for students who wish to lease them. To provide the sum of money required to purchase the lockers and maintain them and yet not make the cost to parents too high, the charge for a locker is divided into two components:

1. A refundable deposit of £10 is held against non-return of keys and also for non-return of books when a student leaves in year 11, or damage to the locker through misuse. The deposit will only be refunded when a student leaves the school and has been cleared through the school's clearing system. Should a student leave before reaching school leaving age the leasing charge paid for complete unused years will also be refunded.
2. An annual leasing charge of £4.00 per year, payable in one sum at the start of the student's career at the school. Thus for a student entering:

YEAR GROUP	LEASING CHARGE	DEPOSIT	TOTAL
Year 7	£20.00	£10.00	£30.00
Year 8	£16.00	£10.00	£26.00
Year 9	£12.00	£10.00	£22.00
Year 10	£8.00	£10.00	£18.00
Year 11	£4.00	£10.00	£14.00

There are many advantages to a student leasing a locker, but perhaps the most important is that it provides a secure base for the variety of books, equipment and clothing students bring to school. I hope that you will feel able to join the scheme.

Please complete the form attached and return to the Finance Office. Keys will be issued as soon as possible after your child enters the school in September. If your child loses their key a replacement may be purchased for £3.00 from the Finance Office at break or lunchtime.

If you would like your child to have a locker, but genuinely cannot afford the charges, please write a short and confidential explanatory letter and attach it to the form. The school will find other means of meeting the costs, so that no child is disadvantaged.

Alternatively, there is a section on financial assistance on the school website, with forms for completion www.kgaringmer.uk.

Yours faithfully

Matt Hillier
Principal

LOCKER APPLICATION

Student Name

Mentor Group

Amount to be paid

£

PAYMENT TYPE

CASH

CHEQUE

CREDIT/DEBIT

If you are paying by credit/debit card please complete the card details below:

CARD TYPE	
CARD HOLDER NAME AS IT APPEARS ON THE CARD	
HOUSE NUMBER	
POST CODE	
CARD NUMBER	
EXPIRY DATE	
IF SWITCH ISSUE NO	
SECURITY NUMBER	(last 3 digits on back of card)
TOTAL TO DEBIT	£

Please return this completed form for the attention of the Finance Office at King's Academy Ringmer for your locker leasing payment to be processed.

If you are paying by Credit/Debit Card all boxes above must be completed to enable payment to be authorised by your card provider.