

12th October 2023

Our Reference: SEB Lockers 2023

Dear Parent/Carer

Student Lockers – Y7 Students

At Whitcliffe Mount Academy we have high expectations of our students, this includes the expectation that students come to school each day with the proper equipment; students should have their planner, pencil case and the books needed for the day to allow them to maximise their teaching and learning experience. To support students with this we are able to allocate lockers for students who wish to have one.

In order for Whitcliffe Mount to issue lockers to our students please read the following information. To secure a locker for your child(ren) there will be a **non-refundable** charge of **£6.50**. This is to cover the wear and tear of the locker. Students will be allocated a locker once payment has been received.

The method of payment is ParentPay – this will open on **Tuesday 17th October 2023 at 3.30pm**.

If you currently do not have a ParentPay account, the following options are available:

- i. You can request account log in details by email: Whitcliffe.office@sharemat.co.uk or by telephone on 01274 851152.
- ii. Students may request a barcode letter from the school office which allows you to make cash payments at any PayPoint store. **Barcode letters may be collected from the office, by students, on Monday 16th October allowing payment to be made after 3.30pm on Tuesday 17th October.** Please ask your child(ren) to bring the receipt to the school office as confirmation of payment the following day.

Each year group is allocated the same number of lockers however regrettably the number of lockers in school does not accommodate every student. When all lockers have been purchased the payment item will not be visible on your ParentPay account. We will inform parents/carers if any lockers become available later in the academic year.

For reasons out of our control, barcode payments will continue to be processed at PayPoint locations after the full allocation of lockers has been purchased. If this applies to a barcode payment you have made, a refund will be issued.



01274 851152



Whitcliffe Mount,
A SHARE Academy
Turnsteads Avenue, Cleckheaton,
West Yorkshire BD19 3AQ



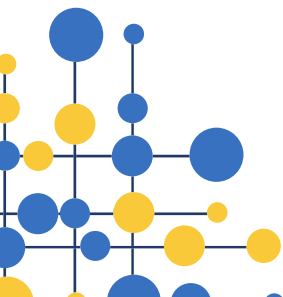
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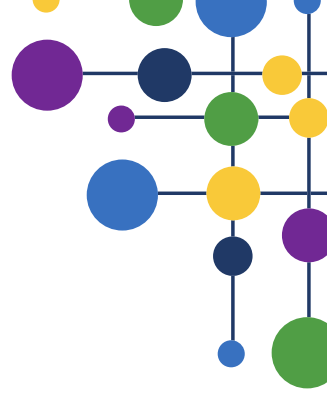


www.whitcliffemount.co.uk

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Payment confirms that parents/carers and students have read and understood the following:

- The lockers remain the property of Whitcliffe Mount Academy and are under our control at all times.
- Each student must take full responsibility for their locker; management may inspect the lockers for any reason at any time, without notice or student consent.
- Lockers may not be decorated.
- Any deliberate damage to the locker may result in an invoice being raised to parents/carers to cover the cost of repairs.
- Specific lockers cannot be requested.
- There will be an additional charge of £3.95 to issue a replacement key.
- The locker key must be returned at the end of Year 11 or earlier if the student leaves. If the key is not returned students will not be able to attend their Year 11 Prom.

Students will need to confirm that they have understood the above by signing a locker agreement. This can be done electronically by your child(ren) by following this link - <https://forms.office.com/e/HasKyV5uFX>
<https://forms.office.com/r/Syp7uEVNp6>

Students will not be issued with a locker key until the locker agreement has been signed.

The arrangements for the distribution of keys will be communicated to students through form time.

We strongly advise parents/carers to provide a suitable key ring and ask you **not** to mark the key ring with your child(rens) name or initials for security reasons.

Yours faithfully

Mrs S Brierley
Administration Manager