



April 2024

E: [passmores@passmoresacademy.com](mailto:passmores@passmoresacademy.com)

W: [www.passmoresacademy.com](http://www.passmoresacademy.com)

**RE: LOCKER RENEWAL**

We are fast approaching the end of this academic year, if your child currently has a locker, it is now time to renew the rental for the next academic year.

Lockers are available for £5 per person, per academic year, regardless of whether sharing or not. The rental fee is non-refundable. An additional key or replacement key can be obtained at an additional cost of £3.

We would appreciate receiving payments for those students wishing to share a locker at the same time for administration purposes. We encourage those that do share to share with a friend within the same year.

For Students renewing their lockers, please complete the form below and return to Student Services by **Friday 14th June 2024**, payments can be made by ParentPay or cash.

The locker rental will only be renewed upon receipt of payment.

If payment has not been received by **Friday 14<sup>th</sup> June 2024** we will assume that you no longer require your locker and it will be allocated to another student on the waiting list. If you do not wish to renew your locker for the forthcoming academic term, please tick the box below. Please note the locker will not be available for use as of September 2024. Please ensure all belongings are removed from the locker and your key is returned to Student Services by the end of the summer term **Tuesday 23rd July 2024**.

Yours faithfully

**Mrs Sheila Westbrook**

**PA to Natalie Christie, Principal Passmores Academy**

**PA to Vic Goddard, CEO of Passmores Co-operative Learning Community (PCLC)**

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**LOCKER RENTAL SCHEME - Please return to Students Services**

Students are responsible for:

Maintaining their locker

Replacing lost/broken keys at a cost of £3.00 per key

Making payment for the next academic year or returning the key if the locker is no longer required

I agree to the above terms and conditions and confirm the details below are correct:

Name:	Form Group:	Year Group:
Name: (Name of student you wish to share with)	Form Group:	Year Group:
Locker:	Location:	Key Code:

I enclose payment of £ \_\_\_\_\_ (please circle)      Cash      ParentPay

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I no longer require my locker and do not wish to renew for the forthcoming academic year,  
I will ensure that I have emptied my locker before the end of the summer term and understand  
that if I do not the contents will be emptied and disposed of accordingly (please tick)