



Waddesdon Church of England School

HIRE OF SCHOOL LOCKERS INFORMATION FOR NEW YEAR 7 STUDENTS

Lockers are available to hire for a period of 4 years up to and including Year 10 for a one-off payment of £40. This is made up of a hire fee of £30 and a key deposit of £10, which will be refunded when the key is returned.

If a student leaves school during the hire period, refunds will be made as follows:

Refund during first year:	£22.50 + £10 deposit if key is returned intact
Refund during second year:	£15.00 + £10 deposit if key is returned intact
Refund during third year:	£7.50 + £10 deposit if key is returned intact
Refund during fourth year:	£10 key deposit if key is returned intact

Conditions of Hire – Parents and students, please read carefully

1. **The locker is for the sole use of the student who has hired it and who has been given a key. It must not be used by any other student.**
2. Lockers and locker areas must be kept clean and tidy. Lockers must not be misused, marked, defaced or personalised in any way. Perishable food should be removed from lockers at the end of each day.
3. Lockers must not be overfilled or large bags forced inside as this will jam the lock and it will need to be drilled out.
4. Lockers must be emptied at the end of each term and left in a clean condition.
5. Keys are supplied with a number disc. If a student chooses to remove the disc, it must be kept in a safe place and replaced before the key is returned. Deposits will not be refunded in full if a key is returned without the number disc. If the disc is removed, the key should be identifiable by some other means (eg a distinctive key fob) in case of loss.

Lost keys

Lost keys must be reported to the Finance Office as soon as possible. Students will be asked to remove their belongings from their locker until the key has been found. If the key is not found, the £10 deposit will be forfeited and a further deposit will be required for a replacement key, subject to availability.



How to reserve a locker

Click here or on the ParentPay icon. Log in to your ParentPay account and pay for a locker by Friday 14 August at the latest. Keys will be distributed on the first day of term. Availability of lockers cannot be guaranteed if payment is received after 14 August.

***Some students may not be able to reach the top two rows of lockers;
please indicate your child's height in the "Notes" field when making payment.***