



MAIDEN ERLEGH

CHILTERN EDGE

Headteacher: Mr A Hartley
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10 July 2023

Dear Parent/Guardian

School Lockers – Year 7, September 2023

We have a limited number of school lockers available to reserve for the 2023/24 academic year. As a parent of a new student, we are offering you the opportunity in the first instance to reserve a locker for your child to store their personal belongings.

The cost for the year is £20.00, this fee is non-refundable. Lockers will be allocated on a first come, first served basis.

Lockers can only be reserved through ParentPay, a secure online payment system used by schools. In order to use ParentPay you will need to set up an account, please refer to the separate letter explaining how to do this. If you already have a ParentPay account you will still need to add your child to your account.

Once you have set up your ParentPay account click on the 'Active Payment items' tab. 'Locker Hire 2023-2024' will show as a payment item, click 'View', this will then take you to the payment page.

On 6 September we will be extending the opportunity to reserve a locker to parents of students in other years so we will no longer be able to guarantee your child a locker if you have not reserved one by this point.

If you have reserved a locker your child will be allocated their locker during the week commencing 18 September.

The lockers are provided with clasp catches and students should provide their own padlock which should have a 5mm shackle. Reception will be able to keep a copy of the padlock combination or spare key if you wish.

Should you have any further questions please do not hesitate to contact the office at meceoffice@maidenerleghtrust.org

Yours sincerely

Annabelle Gehlot
Business Manager