



Bishop's Hatfield Girls' School

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Dear Parents/Carers,

Lockers and Padlocks

As you know we have provided your daughter with a locker in her form room for use until the end of Year 11. For the security of her phone, purse and other belongings, it is important that these lockers remain locked with a combination padlock at all times. The padlock should be named or personalised to avoid confusion between similar locks.

At present, we notice that a number of pupils do not currently have locks on their lockers. If your daughter has lost or broken the padlock initially provided by the school then this must be replaced, either with a good quality combination padlock (40mm) brought from home or your daughter can purchase one from school for £10. The benefit of a school lock is that the new ones introduced from September will have a central override key (held by the school) which means the combination can be reset should your daughter forget her code.

Codes of all padlocks must be given to the Form Tutor who will record this in a secure file in case of need, and this is particularly important if the padlock is brought from home and does not have an override function. Occasionally we find that pupils have changed their code or have forgotten it and have not given the number to their Form Tutor as instructed. Unfortunately, in these circumstances the only way to access the contents of the locker is to cut off the padlock and in these cases, the school cannot accept responsibility for replacement.

Should you wish to order a new padlock from school, please make your payment on Wisepay. Once this has cleared, Finance will instruct the Head of Year to issue your daughter with her lock.

Yours sincerely,

Ms T. Nickson
Co-Headteacher

Mr A. Wood
Co-Headteacher

"This is an OUTSTANDING school" - Ofsted 2016

