

10<sup>th</sup> July 2023

Dear Parent/Carer,

### **End of term reminders**

As we approach the end of the school year there are a few notices that we need to share with you and your child:

#### **Bike sheds**

All bike locks must be removed from the bike sheds on the last day of term. Any locks that are left after this time will be removed and disposed of. Tutors will be sharing this message with their tutees over the course of the next week but please remind your child of this.

#### **Student Lockers**

It is essential that students empty their lockers of all contents prior to the summer break so these can be deep cleaned. Please note that any personal items found in lockers after this time will be held in lost property but only until the end of September 2023. All students will retain the same locker on our return in September (with the exception of those in Year 8 who will be allocated a new locker at the start of Term 1).

#### **Lost Property**

All lost property will be on display at main reception for the remainder of this term. Any items that remain unclaimed after this time will be disposed of.

#### **Unwanted school uniform**

We will be grateful to receive donations of any old school uniform items. These items must be in good, clean condition and can be dropped off at main reception at any time.

Many Thanks & Kind Regards

A handwritten signature in black ink that reads "S. L. Saunders".

**Mrs S Saunders**  
**Operations Manager**

Acting Heads of School - Dr I Goldberg & Mrs N Robinson

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