



HEDINGHAM SCHOOL AND SIXTH FORM

ACHIEVEMENT & EXCELLENCE

Official

6 May 2025

Dear Parent/Guardian

Year 11 Locker Key, Library Books and Textbooks

Please could we ask that Year 11 students return their *locker key and *library books as soon as possible and by Friday 23 May. (*if applicable)

The final deadline to return *both locker key and *library books is **Friday 23 May**. Items must be handed to our reception staff and not left on reception desks. Once *both items have been returned, the £5.00 locker key deposit will be refunded through iPay during the summer holidays.

Please note, we can only issue the refund once *both items are received and the refund may display as another item on iPay, such as "Prom, Thorpe Park or Book", not through school meals. The refund will not say "Locker Key" as iPay can only refund items recent items.

Refunds will not be issued after the deadline, and the unclaimed deposit will contribute towards replacing the lock/book.

ITEM:	RETURN TO:	NOTES:	DEADLINE:
*Locker Key	Reception	Lockers should be emptied, and the key returned to Reception, whereby students will need to ask for an envelope to complete.	As soon as possible if not in use please. Friday 23 May 2025
*Library Book/s	Reception	Library books should be returned Reception in a named bag- any books not returned in a satisfactory condition, or lost, will be invoiced.	
Textbook/s	Subject Department	Textbook/s should be returned to the relevant subject department area.	

If you have any questions, please do not hesitate to contact the school.

Yours sincerely

Mr Lockley
Head of Year 11

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