



SUSSEX
LEARNING TRUST

The Burgess Hill Academy
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Acting Headteacher: Phil Snelling

Our Ref: TBH/Lockers

09 October 2026

Dear Parents and Carers,

RE: Key Stage 4 Lockers

As your child has moved into Year 10, they now have the option to use a locker for Key Stage 4.

To help us keep the lockers in good condition and encourage students to take responsibility for looking after them, we ask that the following simple conditions are followed:

- Students will pay a **non-refundable fee of £10.15** to use the lockers throughout Key Stage 4 (Years 10 and 11).
- At the end of Year 11, students should clear their lockers by the time they have taken their last exam.
- Students will be expected to provide their own padlock.
- Payments should be made online via ParentPay and the payment slot will be open from **9:00am on Monday 12 October 2026**. Please note that payment will need to be made before the locker is allocated.
- There are a limited number of lockers and will be assigned on a first come first served basis.
- The payment slot will be closed on Friday 16th October 2026.

If you would like your child to have a Key Stage 4 locker, please make the required payment. Once payment has been received, a locker will be allocated to your child.

Should it be necessary, we reserve the right to ask the Site team to remove the padlock from your child's locker.

Kind regards,

The Admin Team

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