



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 3 Lockers

Your child has the option to use a locker in school.

To help us ensure that lockers are looked after and remain in good condition for everyone to use, we ask students to take responsibility for their locker and follow a few simple guidelines:

- Students will pay a **non-refundable fee of £10.15** to use the lockers throughout Key Stage 3 (Years 7 to 9).
- Payments should be made online via ParentPay. Please note that payment will need to be made before the locker is allocated.
- At the end of Year 9, students will be asked to clear their lockers and a further non-refundable fee of £10.15 will be required to allow them to use a locker through Key Stage 4, Years 10 and 11.
- Students will be expected to provide their own padlock.
- There are limited numbers available and the lockers will be assigned on a first come first served basis.
- The payment slot will be open from **9:00am on Monday 12th October 2026**.
- The payment slot will be closed on Friday 16th October 2026.

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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