

26 June 2020

Dear Parents

Lockers for 2020/2021 – current Years 11 & 12

Normal lockers

If you paid for a locker for the 2019-20 academic year we unfortunately cannot offer any refund, however if you would like a locker for the 2020-21 academic we are able to offer it to you at the discounted rate of £15. Please pay this by Friday 17 July.

If your child would like a locker for the next academic year and you did not have one in 2019-20, we will require the usual payment of £25 by Friday 17 July 2020.

Laptop Lockers

As an alternative we are able to offer sixth formers a smaller laptop locker for £15. Please note they can only have a normal locker **or** a laptop locker, **not both**.

Year 12 - If you paid for a laptop locker for the 2019-20 academic year and would like a laptop locker for the 2020-21 academic we are able to offer it to you at the discounted rate of £10. Please pay this by Friday 17 July.

If your child has a key from this year, we need the key returned to school in a named envelope. We ask that the key is dropped off in the post box next to the front door. We apologise for the extra administration this may cause but due to the current circumstances it is the only way for the keys to be returned. Please ensure this is done **before the end of term**.

Please login to www.parentpay.com using your username and password to pay. If you need a copy of your activation details please email finance@swbgs.com. Due to the current situation it is really important that all payments are made online, so please do get in contact if you cannot access Parentpay.

Yours faithfully

Mrs M Sadie
Office Manager