

**Head of School:**

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Dear Parents / Guardians,

## **REMINDER for students ~ Locker key and ID badge / year group lanyard**

We have seen an increase in students arriving to school not equipped with their locker key or ID badge and year group lanyard. Please can we remind you that it is essential for all students to come to school equipped for the school day. Year group lanyards and ID badges should be visible at all times. We recommend locker keys are attached to lanyards, or stored close by within student blazer pockets or your child's school bag.

### **Lost locker key**

A polite reminder that if your child has lost their locker key, you will need to purchase a replacement key on School Gateway for a cost of **£2.00**. Our Student Services team regularly check for any payments made online, to then process an order, or provide an immediate replacement key to students.

Please bear in mind that **some locker keys** are **made to order**, and if a spare is not available there and then to give to the student following payment, it could be up to 14 working days before new lockers keys are delivered into school. Should we need to order a new key for your child, please remind them that they can collect their new key / check status of their new key at the Student Services desk. To note, access to their locker as and when can be provided, while they await a replacement.

### **ID badges / year group lanyards**

Student ID badges / year group lanyards are an essential item of school uniform. Student ID badges / lanyards will identify both students and staff who should be in the building. Each student must be wearing them daily.

**In addition, students must present their ID badges at the till to be able to purchase food items from our catering outlets.**

We thank you for your support in ensuring your child/ren are equipped for the school day. If you have any further questions, please do not hesitate to get in touch at [ask@johnferneley.org](mailto:ask@johnferneley.org).

Yours sincerely,

**Miss Bradley**  
**Strategy Implementation Manager**

