



HEDINGHAM SCHOOL AND SIXTH FORM

ACHIEVEMENT & EXCELLENCE

Official

16 April 2024

Dear Parent/Guardian

Year 11 Locker Key, Library Books and Textbooks

In reference to the Year 11 Information letter that was sent on 13 March, please see amended details regarding the return of *locker keys, library books and textbooks. We no longer require a 'leavers form' that needs to be signed but instead, please could students follow the guidance in the table below. (*if applicable)

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.
*Library Book/s	Reception	Library books should be returned Reception- any books not returned in a satisfactory condition, or lost, will be invoiced.	Wednesday 26 June 2024
Textbook/s	Subject Department	Textbooks should be returned to the relevant subject department area.	

Locker Key Refund

The deadline to return both *locker key and *library books is **Wednesday 26 June**. Items must be handed to a member of staff and not left on Reception. Once *both items have been returned, the £5.00 locker key deposit will be refunded through ParentPay 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, such as 'prom'. It may not say 'locker key' as ParentPay can only refund items within the last 18 months, and most lockers payments were received in Year 7. (*if applicable)

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

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

Yours sincerely

Mr Woodley
Head of Year 11

Year 11 Key Dates for Your Diary:

Year 11 Key Dates	
Leavers Day	Thursday 23 May 2024
Study Leave Begins	Friday 24 May 2024
Final GCSE Exam	Wednesday 19 June 2024
Year 11 Prom – The Essex, Earls Colne, 6.30pm - 10.30pm	Thursday 20 June 2024
Official Leaving Date (and Final Exam Contingency Date)	Wednesday 26 June 2024
Deadline to Return Locker Keys and Books	Wednesday 26 June 2024
Year 11 Sixth Form Taster Day	Tuesday 9 July 2024
GSCE Results Day	Thursday 22 August 2024
Sixth Form Enrolment Day	Monday 2 September 2024

Headteacher • Andrew Harvison BSc (Hons) PGCE NPQH

Yeldham Road • Sible Hedingham • Essex • CO9 3QH • Telephone 01787 460470

e-mail: enquiries@hedingham.essex.sch.uk • Website: www.hedingham.essex.sch.uk • Registered Company No. 8330173

