



# Windsor Park CE Middle School

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Executive Headteacher: Mrs A Grattage

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Monday, 9<sup>th</sup> February 2026

Dear Parents and Carers,

We are pleased to inform you that new student lockers will be installed during the forthcoming half-term break. We are excited about this development and see it as a positive step in supporting organisation, personal responsibility and a calm learning environment across the school.

On our return from half term on Monday 23rd February, every student will be allocated a numbered locker for their use. Students may bring their own lock if they wish. We recommend a small suitcase-style lock, preferably with a combination rather than a key, which could be easily misplaced.

All personal belongings will be stored safely in lockers during the school day. This will include mobile phones if students bring them into school. In line with our school policy and recent Department for Education guidance, mobile phones should not be out or switched on during the school day. If a phone is seen or heard, it will be confiscated and held securely in the school office until a parent or carer is able to collect it.

Students will have regular opportunities between lessons and during breaktimes to visit their lockers, for example to have a drink or to collect specific equipment such as PE kit. Day-to-day items, including stationery and reading books, will continue to be carried around school.

We hope you will support us in seeing this as a positive and practical initiative that will benefit pupils' organisation, wellbeing and learning.

Thank you, as always, for your continued support.

Yours sincerely,

Mrs A Grattage  
Executive Headteacher