19 February 2018

Dear Parents and Carers,

**Responsible locations of valuables especially whilst having to leave unattended for example during PE lessons/clubs.**

At Rickmansworth School we pride ourselves on our sports facilities and the uptake of extra-curricular sporting events. However, we need to ensure that we all work together to ensure that everybody who utilise the facilities have an enjoyable experience.

We ask that students do not bring valuables into the changing rooms, if they do bring any in they can use:

Please may you encourage your son/daughter to leave all valuable items in the following places:

1. **Students lockers** - Please make use of your locked student lockers,
2. **Communal premises containers** - These are free of charge and a key can be collected from Mr Hawkins at the Premises Office,
3. **Home** - Please leave valuable items at home, especially if they are not needed during the school day

The P.E Department encourages everyone to take part in lessons and extras curricular clubs. During this time we want to ensure your son/daughter’s possessions are as safe as possible. The changing room doors remain locked throughout the day on SALTO locks that can only be opened by members of PE staff and CCTV footage is present in the Sports Hall.

We all have a part to play in keeping valuables safe.

Yours sincerely,

Mr R Gunn
Head of Physical Education