



Principal: Dr Katharine Vincent

Wednesday 7th March 2018

Dear Parent/Carer,

Re: Charging for ID cards, library books, lockers and photocopying (Year 12)

I am writing to you in relation to the UTC's charging policy, details of which can be found on the school website.

In addition to school lunches, there are four areas where it is necessary for us to charge students at the current time:

1. Lost or damaged ID cards and lanyards
2. Lost or damaged library books
3. Lost or damaged locker keys
4. Photocopying

1. Lost or damaged ID cards and lanyards

All students were issued with an ID card and lanyard when they enrolled at Mulberry UTC. This ID is an important part of our safeguarding policy, as it identifies an individual as a student at Mulberry UTC. It is also used for making payments for food and drink at lunch and breaktimes. The lanyard which holds the ID card is a compulsory part of school uniform which all students are required to wear at all times.

If a student loses their ID card and/or lanyard, the school will require parents to make a payment for the replacement. In a similar way, if an ID card or lanyard is damaged by a student in such a way that it no longer functions, the school requires the student's parents to pay for its replacement.

The charge is £5 in total (£2.50 for the ID card and £2.50 for the lanyard) and parents will need to make payment for this via Parentpay. This is the same website which is used by parents to put money onto students' ID cards to pay for food and drink at break and lunchtimes.

2. Lost or damaged library books

All students at Mulberry UTC are entitled to borrow books from the library. These books remain the property of the school and must be treated with care and returned by the due date.

If a library book is lost, a student's parent will be required to pay for a replacement. In a similar way, if a library book is not returned to the school once three reminders have been given to a student, we will assume it is lost and parents will be required to pay for replacing the book.

Any student with an overdue library book will lose the privilege of using the library until the book is returned or payment made for a replacement.



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3. Lost locker keys

All UTC students have access to a locker. If students choose to use a locker, they must pay £5 deposit for a locker key. If the key is lost, a replacement will not be provided until the student pays an additional £5 for the replacement of the key. Deposits will be returned to students when they leave the school, as long as they return their locker keys at that time.

4. Photocopying

Sixth Form students at Mulberry UTC are able to use their ID cards to print and copy documents using the school's copier machines. Each student's card is provided with a fixed number of credits at the start of the year. Once this credit has been used up, students must purchase further credits if they wish to make additional copies. Please use the Parentpay system to purchase printing credits, at a cost of £1.

Please be advised that all payments to the school must be made via the Parentpay website. A letter detailing Parentpay login details was sent to all parents during the autumn half term. Please contact the school office if you do not have these login details or if you would like support using Parentpay.

Thank you for all your ongoing support of the school, which is much appreciated.

Yours faithfully,

Dr K Vincent
Principal