



26<sup>th</sup> March 2021

Dear Parent, Carer and Student

Over the Easter Break, the school will be moving to the Thinking Schools Trust IT network which will involve updates to all school laptops. As part of this process, we will also be moving to Microsoft Office which will be in line with the rest of the Trust. Students will still be able to use Google Classroom initially as we migrate over to Microsoft Office.

The move to Microsoft Office will enable us to fully access and collaborate with the Trust and is a platform we feel students will be more familiar with and find easier to access.

Staff will begin to use Microsoft Office over the next half term and will support students in any work they need to complete in this format.

Yours faithfully



Mr S Willis  
Deputy Head