



26th 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.

In order for us to complete this task, **we will be collecting in all student laptops on Thursday 1st April, during period 5**. Please ensure your daughter brings her laptop on this day. Her period 5 teacher will give further instructions.

Before handing back the laptop, the device will need to be 'backed up' so that no files are lost during the process. We have attached a guidance sheet to support in this process. Please complete this before the device is returned on Thursday.

Your daughter will receive her device back when we return after Easter.

Yours faithfully

T Taylor

Miss T Taylor
Head of Year 8

