



30 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 Monday, 26th April during tutor time.** Please ensure your daughter/son brings her/his laptop on this day. The laptop needs to be given to Mrs Mills who will give further instructions. We have chosen this date as this is after the mock period. Please note that the device is likely not to work in school after Easter until Monday, 26th April and it may take the team two weeks to complete the update.

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.

Your daughter/ son will receive her/ his device back as soon as it has been updated.

Yours faithfully

Mr S. Willis

Deputy Headteacher

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