



GMN/JJA

12 June 2023

Dear Parents/Carer

RE: STUDENT LAPTOPS

With the upcoming end to our Academic Year and our Year 11 student body preparing to leave, I would like to take this opportunity to thank you for your support with the transition of using laptops and technology as a key resource to your child's learning. This being said, it will soon be time to return any loaned laptops, including their chargers. We require the returned laptops so that we can refurbish and prepare them to be used again.

Based on the date of the final day of most Year 11 exams, Friday 16 June 2023, we would like all devices to be returned to us no later than Wednesday 21 June 2024. Please ask your child to hand their laptop back to reception or Mrs Fuller – each laptop will be individually checked. Any missing or damaged parts will incur the following charges:

- Damaged Screen - £35.00.
- Damaged Keys/Keyboard - £25.00.
- Lost/Damaged Charger - £25.00.
- Any other damage will be on a cost by cost basis.
- Any laptops not returned will incur a full £250.00 replacement charge.

If your child still requires a laptop for use regarding the next stage of their education, please ensure your child fills in the google form regarding and we will decide if they can keep their laptop. We want to ensure if our students need their laptops to support with their education in the future, they have the opportunity to keep them

([https://docs.google.com/forms/d/e/1FAIpQLSfvFwsnW2DsWc69YKuXOrO5r66OOApzn17zKN5BwQj5jdAmuQ/viewform?usp=sf link](https://docs.google.com/forms/d/e/1FAIpQLSfvFwsnW2DsWc69YKuXOrO5r66OOApzn17zKN5BwQj5jdAmuQ/viewform?usp=sf_link)).

We are incredibly proud of our Year 11 students who have been exceptional throughout the examination period. Thank you for your support, I look forward to seeing you all at the Year 11 Graduation.

Yours sincerely

Mrs G McLaughlin
HEAD OF SCHOOL