7 December 2021

Dear Parent/Guardian

You are receiving this email because you are a Parent/Carer of a Year 7 student at Thorpe St Andrew School and Sixth Form.

In our **Newsletter Issue 8 dated 05.11.21** (if you missed it - click link here) we let you know that our Governors had approved the go ahead for an exciting scheme that will equip all our students with a Chromebook, a tool that they need to help them access their learning both in the classroom and at home going forward. Chromebooks easily connect to a home wifi network using your own password.

We stated that the cost of the Chromebook is covered by the school. We are asking you to contribute £20 (per year, per child) for a **Maintenance Agreement**, to ensure that if for any reason the Chromebook needs repair due to malfunction, then we have the means to make a speedy repair or replacement. If your child/children are eligible for Pupil Premium, you will be exempt from paying the £20 as this will be paid by that funding stream. As this is the launch year, the annual Maintenance Agreement Fee will cover your child from the date of issuance until 31 August 2023. This will mean the next payment of the annual Maintenance Agreement will come due on 01 September 2023, when they enter Year 9.

The issue date for Chromebooks to **Year 7** students is: **Monday 20 February 2022.**

Checklist of what needs to be completed by you, before this date:

	Action	**Achieved**
1	**Complete the Google Form** see link: https://forms.gle/deMHqCtMKdNnY5Am6 by **Friday 17 December 2021.** **Note:** If you are unable to access the Google Form, email chromebook-tsa@yare-edu.org.uk stating the student name and your query and we will get the forms to you by another means. This form includes the following: · Maintenance Agreement · IT Acceptable Use Policy – Student · TSAS-NOS Online Safety Policy	
2	During the pandemic, some students have already been using a school-issued Chromebook. We need to recall these so that we can replace them with new machines – so if applicable, **return any existing Chromebooks** that were issued by the school **to the Main School Office** by **Friday 11 February 2021**.	
3	**Make payment of £20** using Parent Pay for the Maintenance Agreement for this academic year by **Friday 11 February 2022.** **Note:** Students eligible for Pupil Premium are exempt from paying this fee. If you need to discuss anything related to payments, email chromebook-tsa@yare-edu.org.uk stating the student name and your query and we will get back to you.	

We have set up a page on our website under **Parents** for more information, link is here: Chromebook For All. We will be adding a **Frequently Asked Questions (FAQs)** section, so feel free to email chromebook-tsa@yare-edu.org.uk stating the student name and your question and we will get back to you and also share the responses on this page.

Thank you for your support in getting this project completed for your child/ren.

Yours faithfully

Thorpe St Andrew School and Sixth Form