Wednesday, 09 September 2020

Dear Parents/Carers,

We have recently taken the opportunity to move the school’s Email services to Office 365, which has enabled us to offer a School Email address to all of our students. As part of this package students will also have free access to the online version of the latest Microsoft Office 365 suite (Word, Excel, PowerPoint etc.). There are some excellent online learning tools available in Office 365 which will open up new possibilities for students and teachers in the future.

To begin using Office 365 the student simply needs to go to the following website and login with their new school Email address and their current password used on the school computers and Home Access Plus:

<https://www.office.com/>

Their school Email address is made up of their username for the school, followed by @waseleyhills.worcs.sch.uk and in most cases this is their first initial followed by their surname.

For example, Adam Smith logs into the school computers with the username ASmith and therefore his Email address would be [ASmith@Waseleyhills.worcs.sch.uk](mailto:ASmith@Waseleyhills.worcs.sch.uk)

If you have any problems logging into the above please Email [Office365Support@waseleyhills.worcs.sch.uk](mailto:Office365Support@waseleyhills.worcs.sch.uk) and we can confirm the details for you.

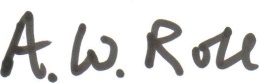
**This ICT and email provision comes with responsibility and conditions for acceptable use of ICT which is on the reverse of this letter. Please read this carefully with your child to make sure they understand.**

Please note school email accounts will only be able to send and receive emails from other school email account users. We advise pupils use this account similar to a work email account addressing staff appropriately (Dear..), giving an appropriate subject to each email, and using their own separate preferred method of communication for personal communications with friends and family.

We expect all students to use their school email address responsibly as it will help them to stay in touch with their teachers during any event of self-isolation and throughout their school career. Unfortunately if their school email is not used appropriately then it will be removed along with access to MS Office 365 and all of its online tools for learning.

We are also pleased to be launching a new shared drive which will contain independent work and learning tasks for all subjects should pupils need to self-isolate in the coming weeks. We plan to demonstrate this facility to pupils in their ICT lessons so that they are prepared should they require access to home learning resources.

Regards,



Mr A W Roll

Headteacher

Waseley Hills High School