

May 2021

Dear Parent/Carer,

Re: Arrangements for the return of the Academy laptop device

We are extremely proud to have been able to support your child in their requirement learn remotely throughout the course of the national lockdowns and any requirement to self-isolate over the course of the year in loaning to them, a laptop device.

The evolution of technology during this period has been incredible and has permitted a new era of remote learning to take place that was just not possible on such a scale, only a short while ago.

As the final term of the academic year and culmination of respective qualifications approaches, so does our requirement to request the return of these loaned devices in order for these to be distributed to our current and incoming students, in order to similarly support them to learn and progress.

We ask that all devices and power supply leads be returned at your convenience between Monday 24th May and Friday 28th May 2021 to the Visitor's Reception. If you have retained the original box, we would ask that it be returned in this packaging, if not, we would appreciate you placing this in a suitable and strong enough bag for you to return. A receipt will also be provided to confirm that the device has been returned to us for your own reference.

An overview of this process is given below:

Question	Answer
When do I need to return the device?	Monday 17th May to Friday 28th May 2021
Where do I return this to?	Visitor's Reception
What is to be returned?	Laptop device and adapter (and case if provided)
How will I know the device has been returned?	A receipt will be issued to the person returning the device.

We would advise for your child to ensure that they have saved any files or documents from the computer or backed-up their files to a 'cloud' based service prior to handing in their device. Once the laptop has been reformatted, it will not be possible to retrieve any files.

Should you have any further queries, please feel free to contact me via my Academy email address, jbowers@kingshurst.tgacademy.org.uk, where I will do my best to provide further support.

Yours sincerely,



John Bowers
Director of Sixth Form