



English Martyrs' Catholic Primary School



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Dear Parents and Carers,

As you know, we are a forward facing school when it comes to using digital technologies in school in order to support, enhance and improve learning.

With ever changing and updating applications online, we are now in a position to use the Microsoft Online suite of applications (Word, PowerPoint, Excel). This is done using the school's licences for pupils by using a school email address.

I have now allocated a unique email address and password for each pupil in school. These passwords cannot be changed by anyone other than myself or our school IT Technician and will only be changed on request by parents or staff members.

Children will be using Microsoft Online in their lessons in school and will also need it for some homework activities via Purple Mash. They will also need it should they not be in school for any reason and have to rely on Online/Remote Learning.

As a school and a Governing Board, we feel this is the way forward in learning and technology. However, as with everything online, it comes with responsibility of pupils and parents. I have therefore attached to this letter a *School Email Agreement* which needs to be read and signed by both your child and you as their parent/carer.

Staff will be putting email addresses and passwords into Reading Records before the end of term and step by step instructions with children for logging onto Outlook (OWA) will be taking place in school.

As always, please do not hesitate to contact either myself or your child's class teacher with any questions.

Many thanks for your continual support.

Kind regards,

Annalisa Howarth
Headteacher

