



17th November 2022

Dear Parent / Carer,

Chromebooks

I want to start by thanking you for your patience and understanding. Due to the delays beyond our control, our original plan for the distribution of Chromebooks has been delayed. Sent along with this letter, you will find a letter from Academia explaining these delays.

When will they be used?

The School will be opening the portal once again for families to purchase Chromebooks and our suppliers, Academia, have sourced devices that will result in no delay in delivering these to school. In addition, Google Chrome licences will be available for those families wishing to source their own Chromebooks and use them in school. We are hopeful with the additional window for purchasing and more financially viable options available, the students will be using Chromebooks after the Christmas break, during all subjects where it enhances their learning.

Expectations of students for Chromebook usage:

As lessons are progressing to fully adopt Blended Learning practices, it is key that your child uses their Chromebook appropriately in lessons. As such, our Behaviour Policy will apply if your child is misusing them during lessons. To support your child's learning, we do ask that you go over these expectations.

In addition:

- Bring a fully charged Chromebook to lessons everyday. We do have a small bank of Chromebooks for students to use on the rare occasion they forget their Chromebook but this will not be supported regularly.
- Bring headphones. Within lessons, there will be additional support videos, challenge tasks, recorded verbal feedback etc. It is important that your child is able to access these materials during lessons. Experience has shown us that traditional wired headphones are more suitable than bluetooth linked headphones.
- Use when directed. As staff apply their professional discretion as to what is appropriate for their subject, the lessons will be *blended learning*. This means that students shouldn't be expecting to use them for the entire lesson - it may be that within the lesson, some tasks are digital and some are traditional. All these techniques will be combined to produce lessons that support and challenge all students.

Distributing the Chromebooks

Also attached to this letter is a Device Collection Form, which includes information about your warranty and terms of use whilst at School. A hardcopy of this form has been sent home with your child and they will need to have the completed form ready to hand to IT when they collect their device.

Distribution of Chromebooks will commence next during Tutor Time, according to the schedule below. Students should attend registration as normal and will then be directed to the IT Office. To help the smooth running of this, please ensure your child is aware of the day they are able to collect.

Monday 21 st Nov	Tuesday 22 nd Nov	Wednesday, 23 rd Nov	Thursday 24 th Nov	Friday 25 th Nov
Surname A - C	Surname D - H	Surname I - R	Surname S - Z	Mop-up

In the bag will be the contact details for Academia and information related to insurance, please keep that somewhere safe and secure as the school will not be able to assist with broken devices.

Applying the Licence

If you have purchased a Chromebook separately from our buying scheme, you will need to have your child bring their device into school to have the Chromebook License installed on it.

Students will be asked to bring their devices to the IT Office on Monday 28th November and will be able to collect them on Friday the 2nd December.

Please note, as previously communicated, this will wipe any data on the Chromebook, so please ensure you backup any important information held on the device before handing it over to our IT Team.

If you still need support...

We are very aware that launching a Chromebook scheme during a global pandemic has presented unique challenges and we do ask and encourage you to reach out and contact us so we can support you and your child should you need it.

Lastly, I want to thank you again for your continued support with the launch of our Chromebooks initiative at The Buckingham School. I fully anticipate, as we further continue the roll out of devices, we will inevitably come across more growing pains, but I am equally, if not more confident, about the positive benefits and opportunities that Blended Learning offers your child. I look forward to supporting staff, students and parents/carers in the years to come with this project!

Yours faithfully,



Miss L Townes

Blended Learning Lead

ltownes@buckinghamschool.org