

15th January 2021

Re: Office 365 – Year 8 and Year 7

Dear Parent,

Following the rollout of MS Teams across Year 11, 10 and 9, this will be extended to **Year 8 and 7** from **Monday 25th January**.

MS Teams is part of Office 365. Office 365 gives your child access to a range of features:

- Office applications e.g. Word, Excel, Powerpoint, Outlook, Sharepoint, MS Teams etc.
- A personal school e-mail account.
- Storage capacity on the OneDrive.

In order to access Office 365, your child will need a **school e-mail address** and **password**. These will be provided in a **separate letter** on **Monday 18th January**.

Yours sincerely,



Mr. N. Houchen
Principal