



6th January 2021

Dear Parent/Carer,

Laptop loan scheme

Further to the Government's announcement regarding school closures until at the earliest February half-term, I am writing to inform you about the laptop loan scheme we have in place for longer periods of school closure.

In most day-to-day learning situations your son/daughter can access Google Classroom and Zoom lessons through any internet-enabled device, such as their smartphone or tablet. In these situations, the use of a laptop is not required, however now that school closure is over a longer period of time, there may be instances when your son/daughter may be required to submit work through Google Classroom or complete it electronically. If this is the case, the use of a computer/laptop would help.

The school holds a limited number of laptops available for students to loan for the duration of school closure. Due to the limited numbers, allocation will be based on the following criteria and is intended for students:

- who have no computer/laptop in their household
- whose only available device is a smartphone
- with a single computer/laptop in their household that is being shared between more than two family members i.e. sibling and parent/carer
- with a single computer/laptop in their household that is being shared between child and working parent/carer

Please kindly note:

- Priority is given to the above criteria. If a computer/laptop is shared between one other sibling, this does not meet the above criteria.
- Priority of allocation will be given to GCSE & A level students and on a first-come, first-served basis.

If you think you meet these criteria, and would like to request the loan of a school laptop, please complete an online form by clicking on the link below.

<LINK SENT IN EMAIL>

Once we have received your completed form, and you meet the criteria, we will contact you to discuss the collection of a laptop.

Kind regards,

Higham Lane School