



Laura Pearce
Headteacher

Tuesday 12th January 2021

Dear Parents,

Thank you to those of you that collected your child's Chromebook (a touchscreen laptop) on Friday. Whilst this was an enormous task for the school to distribute a large volume of technology devices, I am sure you will agree how beneficial and what a privilege it is for the children to have access to these devices at this time. Following the lockdown, when the children return to school as normal, they will be expected to bring their Chromebooks into school. These will stay on the school site during the week and be used as valuable learning tools within the classroom. Those children who are engaging in on-site learning now, will need to ensure that they bring their Chromebooks to school as they will be used during the school day. They will then be sent home each weekend.

If you did not collect your child's Chromebook please see below for dates and times when you may come on site to collect.

You may collect your child's Chromebook on either **Wednesday 13th January** OR **Thursday 14th January**.

Please see below allocated time slots for year groups. Please go to the Ruby Room external door for collection.

For parents who are picking up multiple Chromebooks, **please arrive at school at the time slot allocated for your eldest child.**

Times to Collect	Year Group
9 - 10	1
10 - 11	2
11 - 12	3
12 - 1	4
1 - 2	5
2 - 3	6

Parents **MUST** sign the loan agreement, which can be accessed via the following link:

[Chromebook Loan Agreement Form](#)

The link to this form will also be sent out via a text message.

Please note that we are unable to hand over the Chromebooks until this form has been completed. It is important to us that all children have their Chromebooks on Friday, so please ensure you have completed the form as soon as possible.

Please see the information below which indicates all of the collection arrangements. It is important that you read this information before arriving at school.

Safety

- Safety is our priority and we have put a large number of protective measures in place to ensure that the school environment is as safe as it possibly can be for the collection of the Chromebooks. We must stress that you have a huge part to play in helping us by following the guidelines that we have set out for you.
- We would advise that you bring a bag to carry your Chromebook home in to ensure your journey home remains safe.

W: www.hazelbury-primary-school.co.uk

A: Haselbury Road, Edmonton, London N9 9TT **T:** 020 8807 3140

<p>Identification</p> <ul style="list-style-type: none"> • Please bring with you ID in the form of a drivers licence or passport. This is to ensure we are handing our Chromebooks over safely. The staff who will be at the collection point may not know who you are, so it is important we ask for this. • We will not be able to hand over a Chromebook for your child without confirmation of your ID.
<p>Collecting your Child's Chromebook</p> <ul style="list-style-type: none"> • Only 1 adult per family can come to collect the Chromebook. The less people on site the better, so please ensure your child is kept at home, unless you have no other childcare provision during the collection time. • Please enter via the main school gates and exit via Westerham Avenue, as our one-way system is in place. • Please do not arrive any earlier or later than your allocated time. • Please ensure you exit the premises promptly to avoid congestion and avoid gathering in groups outside the school. • Staff will be at the designated collect point, please promptly go to the collection point when you arrive. If there is a queue, please ensure you keep at 2-metre distance from the person in front of you. • At all times, please support social distancing and the wearing of a face covering when on site.
<p>How to set up your Chromebook</p> <ul style="list-style-type: none"> • All the children have their own unique email address and password. • You must follow this link Form to access Username and Passwords where it will ask you for your child's first and last name along with their date of birth. • Please note that the information required is case sensitive, and the DOB must be entered as a six-digit number with no spaces, dashes, or slashes. For example, the birthday of 1st February 2003 must be entered as 010203 • Press 'Get Credentials' on the screen and the information will show below this. • Once you open up your Chromebook, enter your child's email address and password.
<p>Getting Advice and Help</p> <ul style="list-style-type: none"> • There is information on our school website in the remote learning section with guides on how to use the Chromebooks and Seesaw. Click this link Remote Learning Guidance • If you need further assistance, you may also send us an email on homelearning@hazelburyprimaryelt.org.

We hope that this will add some level of excitement to your child's remote learning experience and that it eases the pressure on families to provide or share devices during this time.

Yours sincerely,

Laura Pearce

Headteacher