



Our Ref: SW/GDO/chromebooks

17 November 2020

Dear Parent/Guardian

Re: Student Laptops

I am pleased to announce that the Chromebooks that you have purchased have arrived in school and are now available for collection.

As we are working under the recent Government restrictions, we believe that you are able to collect these devices as they come under the critical function of Education. However, we have had to alter the availability times for pick up as we must limit the number of visitors on site to protect both Staff and Students.

It would also be helpful if you could confirm your pickup time by calling the School (01746 765454) in advance, allowing Staff to prepare your device for collection. The allocated pick up dates and times are as follows:

Wednesday 18 November 2020 – Friday 27 November 2020.

On each of these days the following slots are available:

- **Option 1:** 9.00 to 9.40
- **Option 2:** 11.30 to 12.00
- **Option 3:** 2.10 to 2.45
- **Option 4:** 3.20 – 4.00.

If you require a later pick up after 4pm – please email me directly and I will see if we can arrange a mutually convenient time.

When visiting school you will need to head to the East side of school and to East Reception. Parking is available on the road outside of school. Can I also ask that when collecting these devices that you ensure that only one person enters school and ensure a face covering is worn at all times. Your support with this is much appreciated.

If you require any further assistance with the collection of the devices then please contact me directly: scott.wycherley@oldburywells.com.

Yours sincerely

Mr S Wycherley
Deputy Headteacher

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