



Our Ref: NM/KW
7 December 2016

Microsoft Office 365

Free of charge for students

Dear Parents/Carers

The Microsoft educational agreement we have enables us to offer all our students the use of Microsoft Office free of charge. They will be able to install the Microsoft Office programs on PCs, Macs, mobiles and tablets.

The license for this software is only valid while the students are on roll at the school.

To benefit from this, students will need to login to the Office 365 portal with their school email address and password.

We have added a link to the website and also to the home access plus login page.

Office 365 also provides students with:

- Office Web Apps – students can use office from anywhere online.
- 1 TB of Cloud storage space, which is an area where students can save documents. They will be able to collaborate with other students and staff.

This is a fabulous, free opportunity.

Yours sincerely

Neil S Morris
Headteacher