

BAR LANE  
OLD BASFORD  
NOTTINGHAM  
NG6 0HT

PRINCIPAL: CHRIS KEEN

T +44 (0)115 913 1338  
E [enquiries@ellisguilfordschool.org.uk](mailto:enquiries@ellisguilfordschool.org.uk)  
[www.ellisguilfordschool.org.uk](http://www.ellisguilfordschool.org.uk)



**ELLIS  
GUILFORD  
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*Creative  
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July 2021

### **Chromebook Return Request – Essential Summer Update**

Dear Parent/Carer

During the summer, we are making some changes to how pupils will log into and use their Chromebooks.

To implement these changes, we will require your child's Chromebook to be handed into the IT Department prior to the end of term.

We have put a schedule together to manage the returns as efficiently as possible; the schedule can be found at the end of this letter.

Your child will need to bring their Chromebook to school on the return date and hand it to a member of the IT Department. During tutor time, the IT Department will collect the Chromebooks in. Pupils do not need to bring in their charger and case, they can keep these at home. A unique receipt will be issued and this should be kept safe for when re-collecting the Chromebook following the update.

Each Chromebook returned will be uniquely labelled and the condition checked, ensuring that pupils receive the same Chromebook returned to them. If the Chromebook requires any repairs, a letter will be sent out during the summer advising of this.

The Chromebooks will be ready to collect back by the pupil towards the end of the summer holiday; further communications will be sent out nearer the time advising of the planned schedule. Any Chromebooks not collected during the holidays will be re-issued during the first few days of the new school year.

Due to moving to a new system, please be aware that any Chromebooks that are not returned for this essential update will cease to work after the 23rd July.

If you have any questions regarding the return of the Chromebooks please email [enquiries@ellisguilfordschool.org.uk](mailto:enquiries@ellisguilfordschool.org.uk) and I will get back to you as quickly as possible.

Yours sincerely

Mr Paul Keeton  
Business Service Leader – ICT



## Chromebook Return Schedule

Please only hand your Chromebook to a member of the IT Department, this will ensure that we have a record of your Chromebook being returned and that you receive a unique receipt for its return.

Year Group	Chromebook Return Date	Return Information
7	Friday 16 July	During tutor time your head of year will give you further information on the hand in location.
8	Monday 19 July	
9	Tuesday 20 July	
10	Wednesday 21 July	