Dear Parents/Carers

Oxted School IT Upgrade

Oxted School is upgrading its IT infrastructure over the autumn half term break. This is exciting for the school as we will be moving to Windows 10 and the upgrade will also enable us to make full use of Office365 to support teaching and learning. Please see below the information regarding our planned downtime dates:

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Downtime</th>
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<tbody>
<tr>
<td>4.00pm - Thursday 17 October</td>
<td>7.00am - Monday 4 November</td>
<td>No student email or Frog access</td>
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<tr>
<td>4.00pm - Friday 25 October</td>
<td>11.00am - Monday 4 November</td>
<td>No student computer access. Staff will also not have access to emails or Frog. No parental access to Scopay for online payments (trips and school meals).</td>
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During this period no homework will be set on frog, any homework that is set, will either be written in the student's book or a task sheet will be provided. If you have any questions regarding the setting of homework during this period, please contact the relevant Head of Department, but please note that staff will not have access to email from Friday 25 October until Monday 4 November.

As part of this work the students’ login details for the school network, Frog and their email account will need to change.

On Monday 4 November the school day will be delayed, starting at 11.00am. Students should go straight to their tutor room at 11.00am.

The tutor will give all students a card which will contain their new username (this is generic Oxt[year of entry][surname][first initial of forename]@oxted.THTP.org.uk) and password.

Students will be responsible for their own login details, so it is important that they keep them safe and do not lose or forget them. Therefore, they will be advised to use their mobile phone to take a photograph of their username and password. (If they don’t have a mobile phone, they can write it down somewhere private and secure e.g. a diary/planner etc.)
Once they have taken a copy of their login details, they will return the card to the tutor. Students will now be able login to their new account both within school and at home. Students can change their password, but this can only be done on a school computer. Students can change their login details at any time, but for ease of access we will provide the opportunity for all students to do this. In Year 7 and Year 8, it will be in their first Computer Science lessons and in Year 9, Year 10 and Year 11, computer access will be arranged during their tutor time.

If they do change their password, it is again important that they take a copy, so they do not forget it.

If you have any urgent queries regarding the IT works and planned downtime, please use the following email address migration@oxted.thpt.org.uk

Yours sincerely

[Signature]

Mr N O’Flynn
Deputy Headteacher