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Dear Parent or Carer,

As part of the school's contingency plan in the event of a school closure due to COVID-19, we are ensuring that all pupils have access to their school email account. Whilst most communication between teachers and pupils will be conducted via Show my Homework, this is an additional communication method that can be used if necessary.

An email and office 365 account have been set up for all pupils where they are able to not only use the email feature but can also access built in software such as Microsoft Word and OneDrive. To log in to the school email account you will need to go to <http://outlook.office.com> via a web browser on any computer device.

Your child's email address follows the following structure: **username.student@parrenthorn.co.uk**

The "username" part should be replaced with your child's school username that they use to log into the school computer system. Therefore, if Joe Bloggs were in year 7, their school email address would be 19jbloggs.student@parrenthorn.co.uk.

Some children have logged into this email account in recent computer science lessons however some may not have done this yet. If your child has not logged into this email account in school, their password will still be set to default which is **Prestwich1**. Once they have logged in with the password, they can then set up their own following the four rules below.

- Must be between 8 and 15 characters.
- Must contain at least one capital letter.
- Must contain at least one number
- Must not contain any part of their name.

If they have used the email account in school, they will have already set up their own password. If they have forgotten this, please contact school and this password will be reset.

Year 10 and Year 11

All KS4 pupils have had their passwords reset to **Prestwich1** and have not used these in school yet; therefore, they will need to follow the steps above to set a new password.

If you or your child have any problems accessing their school email account, please contact school for assistance.

Yours faithfully

Mr M Gaskell
Head of Computer Science
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