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Headteacher: Mr C Bell BSc (Hons) NPQH

21 September 2020

Dear Parent or Carer,

As part of the school's ongoing contingency plans in the event of pupils needing to self-isolate due to Covid-19, please see below for information on pupils' accessing their school email, office 365 and show my homework accounts.

School email and Office 365

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.

If your child is in **year 7** then their email address follows the structure: **username@parrenthorn.co.uk**

In **year 8-11**, the email address uses the 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.

The password for your child's email account is the **same password they use in school** and if they ever change their password in school this password will also automatically update. If they have forgotten this password, please contact school and this password will be reset.

Show My Homework

From this point forward, your child can use the "sign in with office 365 option" to gain access to their show my homework account if they forget the username and password they have previously set up. For this option they will use their school email address and password as above as login details.

If your child has any problems gaining access to show my homework or their school email account, please contact school.

Yours faithfully

A handwritten signature in black ink, appearing to be 'M Gaskell', written over a horizontal line.

Mr M Gaskell
Head of Computer Science
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