



HIGHFIELDS SCHOOL

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3 May 2024

Dear Parent/Carer

Year 11 – End of Laptop lease arrangements

As your child prepares to move to the next phase of their education from Year 11, it is now timely to inform you of the practicalities in relation to their laptop.

A summary of the options available to you are outlined below. Options 1 and 2 should be considered by all Year 11 students regardless of whether they are leaving or returning to Highfields Sixth Form. Option 3 is only available if your child is returning to Sixth Form.

After reading the option details below, please use the link to complete a short survey to indicate your preferred option to allow the school to support your decision. **Please can you complete this survey by 9am on Friday 24th May.**

<https://forms.office.com/e/yskmMxfAMu>

Option 1: Return Laptop

If you wish your child to return the laptop and charger during one of the planned 'Drop Off' sessions outlined below. There is obviously no additional cost in this.

Friday 14 th June	Any students where Physics is their last GCSE exam. Drop off their laptop and charger to the team after the end of the exam in the restaurant area.
Tuesday 18 th June	Any students where Product Design is their last GCSE exam. Drop off their laptop and charger to the team after the end of the exam in the restaurant area.
Thursday 20 th June	Any remaining students who are handing back their laptop will be able to do so before the leavers assembly, outside the Lyceum.

Option 2: Make a one-off payment of £100 to own the device outright.

If this is your preferred option your device will still need to be handed in (see above table) and once payment has been made, we will notify you of the arrangements for the device to be collected after Digital Support technicians have removed school safeguarding software.

- Payment should be made via ParentPay "**Year 11 Laptop Purchase 2024-one off payment**".
- **Monday 24th of June** is the deadline for payments, which will allow us to plan for the hand back and remove any 'school' software from the device.
- If necessary, payment can be made by cash or cheque (made payable to Highfields School). Payments should be addressed to the Finance Department.



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Option 3: Only available to students returning to Highfields Sixth Form who want to keep their device.

If you wish your child to continue using their current device during their time in Sixth Form, you will need to make **24** monthly payments of **£4.00** [this can also be paid off in one payment if you wish to] made online via a reducing balance payment item using the ParentPay account for this option is called ***“Sixth Form Laptop purchase-monthly payments 2024-2026”***.

This option will allow your child to benefit from the uninterrupted use of their device and continued support from the school’s Digital Support team for any hardware / software issues. At the end of the 2 years, you will also own the device outright at the end of your child’s time in our sixth form.

If you have any queries in relation to the ParentPay aspect of this message email finance@hswv.co.uk. For all other questions, please contact the year team as you would normally upperschoolstaff@hswv.co.uk.

As always, we appreciate your support through this process.

Yours sincerely

A Cheetham