

6<sup>th</sup> June 2024

Dear Parent/Carer,

### **Uniform and School Equipment Donations**

In addition to collecting students' iPads and peripherals, as explained in the previous correspondence (duplicated below), we are also requesting uniform donations, which we can re-use in the school.

If you have any spare uniforms, sports kits in good condition or other equipment, such as calculators, that you are willing to donate, please bring them to school on Tuesday June 11th, before the Chemistry exam. Staff will be near the entrance to the sports hall to collect these items from students. Any donations will be greatly appreciated.

### **Return of iPads, Cases, Chargers, and Cables**

As the academic year comes to an end and students prepare for their final exams, we kindly request your attention regarding the return of school-issued iPad, case, charger, and cable. It is essential that these items are returned promptly and in good condition.

### **Return Procedure**

Students will hand in their:

- iPad (charged)
- iPad case
- Charger, and cable
- Stylus, lead and charging adapter

Collection will take place immediately after the student's final exam – directly outside the exam hall. For most students this will be their science exam on the 14th of June, those students who have Design Technology and / or Food Preparation will hand theirs in after these exams the following week.

If they do not have all the items listed above with them, they should return the items to reception before the 19th of June 2024.

**Device Condition:**

To ensure a smooth return process, the iPad must be charged to a minimum of 50% before returning it. All items must be handed in at the same time and be free from any stickers and ink. All items will be passed on for other students to use and therefore need to be in a good condition.

**Verification Process:**

A member of staff will be present to check each device and record that all the required items have been returned. This verification is crucial to maintain an accurate inventory and to avoid any misunderstandings. If any equipment is not returned by the 19th of June 2024, the ATLP may seek to recover any costs incurred.

**Students returning to Sixth Form:**

For those students continuing their studies with us we will hold their iPad, case, charger and cable for them to use during the induction day and on return in September.

We kindly ask for your cooperation in adhering to the return procedure. By returning these items promptly and in good condition, you will help ensure future students can benefit from the use of these resources.

If you have any questions or concerns regarding the return process, please do not hesitate to contact the school.

Kind regards

Tim Dudley  
Associate Assistant Headteacher