



# NOTTINGHAM GIRLS' ACADEMY

*We believe in creating a community empowered with the qualities,  
skills and qualifications to enter the next phase of life with  
confidence and ambition.*

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 @NottmGirlsAcad

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Dear parents and carers,

## **RE: Loaned Nottingham Girls' Academy Laptops**

During the course of the lockdown we have gifted or loaned approximately 400 devices to pupils. These have come from a range of sources:

- Capital One kindly gifted almost 100 tablets which have been given to families to keep.
- The DfE provided laptops that have been issued on a long-term loan basis
- We also loaned out a large number of our school laptops for the short term.

If you received one of the Nottingham Girls' Academy laptops, we are now going to have to ask your child to return it when they return to school next week.

## Identifying the Device

If you are uncertain which type of device you have been loaned you will need to check the following:

- Nottingham Girls' Academy laptops are all manufactured by Dell.
- Nottingham Girls' Academy laptops all have a purple and silver sticker to them (usually on the bottom) that contains the asset tag number that uniquely identifies the device. This will allow us to track who has returned each device.

For example:



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- We strive to fulfil everyone's learning potential. • We value high standards, hard work and a ceaseless desire to improve.
  - We provide a safe, kind, nurturing and inclusive environment. • We enjoy the journey together.



## Process for Retuning Laptops

The process for returning the laptops is really easy.

Pupils should bring the laptop and both parts of the charging cable back to school when they return for their first full day back next week.

They should hand the laptop in to reception and, in return, they will be given a compliment slip confirming the asset tag number of the device as proof of return.

## Laptop Quarantine

Each laptop will then be quarantined for 48hrs before being 'reimaged' to wipe any records of your child's use that may be recorded on it.

This must happen before the laptops can be put back into general use around the school. We would therefore really appreciate it everyone can remember to return their laptops on the first day, so that we can quickly get laptops back in use around the school to use with our pupils.

Thank you in advance for your support with this.

Best wishes,



David Tungate

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