



Arthur Mellows Village College

Graded Outstanding consecutively by Ofsted (November 2009 and December 2014)

"Constant improvement provides students with outstanding opportunities to learn"

Helpston Road, Glinton, Peterborough PE6 7JX

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office@arthurmellows.org

www.arthurmellows.org

Head of College: Mr M Sandeman BSc (Eng) PGCE (Science)

MNO/JCA/Dept Type/ICT/IT Parent Letter

14 December 2016

Dear Parent / Carer

ENROLMENT OF MICROSOFT OFFICE 365

In order to support families with managing the increasing use of technology within school, I am delighted to inform you of the free access that your child is entitled to as part of the school's enrolment of Microsoft Office 365.

Using Office 365, students can access the web-app versions of Microsoft Word, Microsoft Excel and Microsoft PowerPoint online, on any device that connects to the internet. This includes a personal cloud storage area called One Drive for Business, allowing documents to be saved online and then reviewed anywhere and at any time. Back in school, your child's One Drive for Business area is automatically made available on our school network at logon.

Microsoft Office 365 can be accessed via <https://login.microsoftonline.com/>

In addition to this, Office 365 also allows all students to download and install, without payment, the desktop version of Microsoft Office 2016 Professional Plus. This software includes Word, Excel and PowerPoint, as well as Microsoft Access and Microsoft Publisher.

As part of this roll out of support for students and families, we are also keen to expand the use of school email for students. We believe that using email will make the sharing of electronic resources and the setting of homework / revision tasks far easier in the future and hopefully lead to a reduction in the use of paper.

The email address format for all students is their username (and password) which they use to log on to the school network with, followed by **@arthurmellows.net**. For example, if your child's username is **05smitha**, they will have the email address **05smitha@arthurmellows.net**.

Please note; these emails accounts are to be used strictly for school work and will be monitored by school security systems. Students and parents should be aware that the misuse of email could lead to behavioural sanctions in school, and should therefore keep passwords secret and exercise vigilance when using the service.

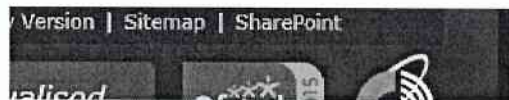
The instructions for students to access email, use Office 365 web-apps and to download Microsoft Office 2016 Professional Plus are on the following page:

Head of College: M Sandeman

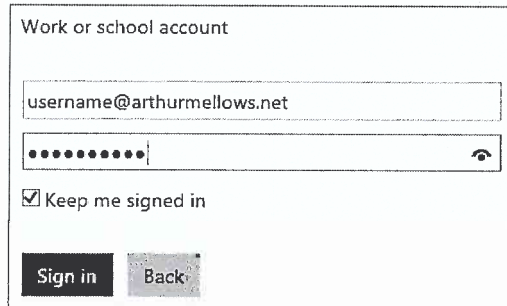
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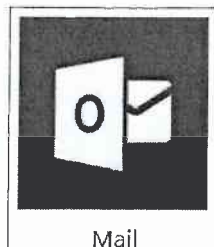
1. Go to <http://www.arthurmellows.org> and click the SharePoint link in top right corner.



2. Login using your email address, eg 05smitha@arthurmellows.net



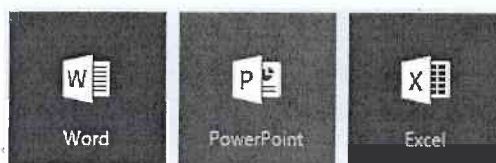
3. To access email, on the SharePoint **Welcome** page, click **Mail** tile.



4. To use the Office 365 web-apps, on the SharePoint **Welcome** page, click the **Office 365** link in the top left to visit your Office 365 homepage,



then choose an app.



5. To download Microsoft Office 2016 Professional Plus, on the SharePoint **Welcome** page, click the **Office 365** link in the top left to visit your Office 365 homepage,



then click on the **Install Office 2016** button.



We do not have the resources to fully support the outside of school installation or extended use of any of the services/software mentioned above. We are however, able to offer some advice and help regarding the concepts of the technologies involved and how to log into them. Your child is free to visit the IT Office in school at any time for this assistance, whilst as a parent, you can email office365@arthurmellows.org if you have any further queries.

We hope that these resources and the increasing use of technology to support learning will be of benefit to students and parents alike.

Yours sincerely



MR M NORRIS
Assistant Headteacher



MR A GRANVILLE
IT Systems Manager