



Windsor Park CE Middle School

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31st January 2020

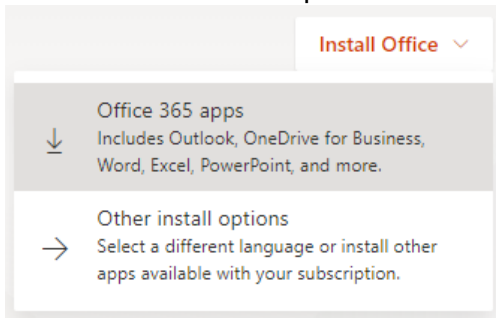
Dear Parents/Carers,

I am delighted to make you aware of a fabulous opportunity for your child to have a free copy of the latest Microsoft Office Apps. As part of our agreement with Microsoft, each child can download a free copy of the latest Microsoft Office Suite. Any five devices can be logged in at one time. By taking up this offer, you can ensure that your child is working with up to date software, keeping them informed and engaging with industry standard products. As new versions become available, you will be able to download updates. This will remain the case for the duration of your child's time at Windsor Park Middle School. In order to take up this offer, please follow the steps below:

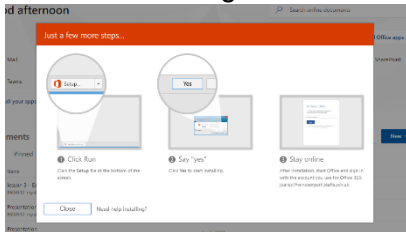
1. Type 'portal.office.com' into your web browser.
2. You will then be asked to provide your username. The user name is the same one that your child uses to log in at school, followed by the @windsorpark.staffs.sch.uk email tag. For example, if your child's user name is 'dove81', the sign in username for this site is dove81@windsorpark.staffs.sch.uk.
3. You also need to provide your password. This, again, is the same password that your child uses to access the computers at school.
4. You should then see this at the top of your screen. Please click on the button indicated by the arrow.



5. Then choose the first option to download the latest version.



6. You will then be given on-screen instructions on how to proceed.



We hope that you take up this offer and find it a valuable tool that the whole family can benefit from.

Yours sincerely,

A handwritten signature in black ink, appearing to read "J Bailey".

J Bailey
Deputy Head

