

12 September 2019

Dear Parent/Guardian

Free copy of Microsoft Office 365

Students currently on roll at Maiden Erlegh School in Reading are able to benefit from a free online version of Microsoft Office 365 whilst the school maintains suitable Microsoft licensing, and whilst the student remains at Maiden Erlegh School in Reading.

This allows them to use Word, Excel, PowerPoint and Outlook online free of charge.

For a small monthly payment they are able to download various Microsoft Office applications and to use the desktop versions on up to five devices.

For all relevant information about the scheme and to login please go to this [link](#).

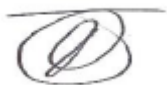
The student will need to use their Maiden Erlegh School in Reading student email address - this is NOT their Google classroom address but is their network login followed by @maidenerschool.co.uk.

Important information

Please note the following important points:

- Access is provided without support, guarantee or warranty by Maiden Erlegh School in Reading.
- Maiden Erlegh School in Reading ICT Support Staff are not able to assist with either installation or fault finding beyond the provision of this document. We cannot work on home PCs, Laptops, or other mobile devices.
- Login details may not be shared.
- Entitlement to install and use this software is limited to the student for the time they remain on roll at Maiden Erlegh School in Reading and is subject to the school continuing to license its software via the Microsoft Office 365 for Education systems.

Yours sincerely



Mr J Peck
Chief Financial and Operations Officer