



Subject: Return of iPads and Chargers for Year-End Audit

Dear Parents/Guardians,

iPad audit

As year 11 begin to approach the end of their time with us at Mayfield, we would like to inform you of an upcoming audit that we will be undertaking regarding the school-issued iPads and their chargers. This audit is crucial for ensuring the smooth transition of iPads for students in the next academic year.

After their final exam in June, all iPads, along with their respective cases and chargers, will undergo refurbishment and be allocated to next year's Year 7 students. Therefore, it is important that these items are returned in good condition.

To help this process, we have scheduled an audit to be conducted by tutors on **Tuesday, 12th March**. During this audit, tutors will examine the following:

1. The condition of the iPad
2. The condition of the iPad case
3. The charger – checking whether it works

We kindly request your cooperation in ensuring that your child brings their iPad and charger to school on this date. This will allow us to conduct an assessment and make necessary arrangements for any required refurbishments or replacements.

Replacing faulty chargers

In the event that your child no longer possesses their iPad charger, please note that chargers can be purchased through "My Child At School" at a reduced cost. This ensures that all students next year will have access to the necessary equipment for their educational needs.

I know that our students are very appreciative of the opportunities that having an iPad has had for their education and know they will understand why we want future students to have the same opportunities as them.

Your support in ensuring the timely return of school-issued equipment is greatly appreciated. Should you have any questions or concerns, please do not hesitate to contact the school office or Mr King at matthew.king@oasismayfield.org

Yours sincerely,

Mr M King

Computer Science Curriculum lead

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