25th May 2021

Dear Parent/Carer

According to our records, you still have one of our school laptops that was loaned to you during the lockdown. The laptop now needs to be updated.

Please can you return it to the school by **Friday 28th May**. It can either be dropped into the office or sent into class with your child.

If you have already returned it, please could you let the ICT team know so that we can update our records.

The ICT team can be contacted on either 0121 820 9290 or ictsupport@uplandsmanor.sandwell.sch.uk if you have any queries related to the return of the laptop.

Thank you for your support with this.

Yours faithfully

Mr A Dickinson
Headteacher