

Information for parents

We are getting a new system at school – for all pupils and staff. The new email system will be better and more modern. We will not have access to email during the time that we are moving from old system to the new one.

When will this happen?

We will not have access from 3:00pm on Monday 23rd March 2015. Pupils should not try to access the old email system or the new email system. Pupils will be told the following day when they can start using the new system as this depends on how long the migration takes.

What will change for your child using school email at home?

- The email web address (URL) will change. The new address is <http://outlook.office365.com>.
- Your child's email address will be the same as it was before.
- Your child will have to put in their **full email address** to sign in. This includes the school domain name (@sharmans-cross.solihull.sch.uk).
- Their password will be the same as it was before.
- Pupils still have to follow our school rules when you they email at home.

E-safety

We take your child's safety seriously and our new email system is managed by Solihull Council using an email system from Microsoft. The system is recognised to be appropriately safe and secure, meeting standards set by the Information Commissioner's Office (ICO) and the Department for Education (DFE). Although email system is managed by Microsoft, Solihull Council also uses, separate, extra security and protection on all email coming into the school's and leaving it.

However, e-safety does concern behaviour as well as technology. We'd ask parents to reinforce our e-safety messages with their children to help keep them safe.

If you want to know more, or have any questions, please contact

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