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10<sup>th</sup> December 2018

Dear Parent/Guardian

**Re: All years Microsoft Office at home**

This letter is just to remind you that current students at The Holt School are able to benefit from a free copy of Microsoft Office whilst the school maintains suitable Microsoft licensing, and whilst the student remains at The Holt School. Please see the attached installation guide.

We hope you will find this useful.

Please note the following important points:

- Microsoft Office is provided to you free but without support, guarantee or warranty by either Microsoft or The Holt School.
- The Holt School IT Support Staff are not able to assist you with either installation or fault finding beyond the provision of this document.
- You are not permitted to share your login details with anyone else.
- Your eligibility may be re-verified at any time. When your Office 365 Education plan expires the Office applications will enter a reduced-functionality mode.

Kind regards,

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School Business Manager

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