



Manorfield Road,  
Driffield,  
East Yorkshire  
YO25 5HR

14 July 2020

Dear Student

**RE: Microsoft Teams**

As we approach the end of the summer term, I would like to thank you for the effort you have put into your online learning. I would also like to thank you for adapting so rapidly to the new online platform, based on Microsoft Teams.

During the summer break Microsoft Teams and your email account will be updated. This update means any work you have in your school emails, files, class notebook or assignment sections of Teams will be lost. Any work or documents you wish to keep should be downloaded and saved on your device or computer by 24 July 2020. This is particularly important for students in Year 10 and Year 12 as the work you have completed will be relevant to the exams you will sit in 2021.

Yours faithfully

A handwritten signature in blue ink that reads "RjMc".

Mr R McDonald  
Director of English