



5<sup>th</sup> June 2023

Dear Parents and Guardians

The Ladies' College is committed to developing the skills students will need for their future. This includes digital skills, and all students are expected to have their own Microsoft Surface device as part of their college equipment. We recommend you purchase these through the College using our supplier to benefit from volume discounts and ensure the devices are set up correctly. The minimum specification is 128GB Hard Drive, 8GB of RAM and Windows 11 Professional (not Home). Due to the increasing demands of software, we are now recommending a higher specification of 256GB Hard Drive and 16Gb of RAM in order that the device has greater longevity. These devices will be built onto the College Management System, Intune. When the time comes for your daughter to leave the College, we will remove the management software and reset the device to factory settings.

We ask you to choose from:

- Microsoft Go 3 with keyboard and case
- Microsoft Surface 5 Laptop
- Microsoft Pro 9 with keyboard and case
- Microsoft Surface Laptop Studio

Model	Processor	Hard Drive	RAM	Camera	Price
Go 3 with Keyboard	Pentium Gold 6500Y	128GB	8GB	Front & Rear	£505.00
Pro 9 with Keyboard	Intel Core i5 1235-U	256GB	16GB	Front & Rear	£1320.00
Laptop 5 13 inch	Intel Core i5 1235-U	256GB	16GB	Front only	£1205.00
Laptop Studio	Intel Core H35-11300H	256GB	16GB	Front only	£1375.00

We also require a digital pen for annotating work. We recommend the Microsoft Class Pen engraved at a cost of £22.00

Item	Price
Microsoft Class Pen – engraved.....OR	£22.00
Microsoft Pen	£80.00

Additional optional items:

Item	Price
Microsoft Bluetooth Mouse	£28.00
Protective case (Go3 and Pro 9 only) – strongly recommended	£45.00



Les Gravées, St Peter Port  
Guernsey, GY1 IRW

Tel: (01481) 721602

There will be an opportunity to see these devices at the New Parents Evening on Wednesday 21<sup>st</sup> June, along with some additional guidance. We appreciate that these devices are expensive. Over the past few years, we have evaluated many devices and believe these best suit the needs of the students. The Microsoft Go has been our recommended device in previous years and is still available as a basic device.

The Go 3 tablet has front and rear cameras for filming work, is lightweight, easy to fit in a bag and has reasonable battery life. It is likely that it will need replacing as students move up the College however this is balanced by the cost. The Pro 9 has a higher specification, bigger screen, and longer battery life. It is slightly heavier. Both devices are easy to write and draw on by moving into tablet mode.

For those that prefer a more traditional laptop, the laptop 5 is an option. It does only have a forward-facing camera, has a larger screen, but is much heavier. The forward-facing camera can also be a disadvantage for filming group work.

For anyone further up in the school who is considering subjects such as Art, Design Technology, IT or Music, we recommend the Surface laptop studio for its superior processing power. This also has a tablet mode.

If you are unsure which model to purchase after the New Parents meeting, our IT Manager, - would be happy to answer any questions. They can be reached at [ithelp@ladiescollege.ac.gg](mailto:ithelp@ladiescollege.ac.gg) or by telephoning the College. All devices can be seen on the Microsoft [website](#). We strongly recommend purchasing the case for the Go and Pro. The devices have proven to be robust for normal wear and tear. We would alert you that leaking water bottles has been a cause of several failures and we would suggest that water bottles are not placed inside bags with an electronic device. We would also suggest that the devices are covered through your house insurance or by taking out the 2-year additional warranty. Please note the additional warranty does not cover accidental damage such as a cracked screen.

Order details:

The link for ordering these devices is <https://forms.office.com/e/Q3re5dfMLg>

Note that the Form is not submitted until you click "Submit" and so you can view the Form and options prior to placing your order.

The Company (CCS Media) will contact you for payment via the email address that you provide in the form. The device will be shipped direct to the College from where it can be collected at the beginning of the academic year. The request will come from their payment Portal and will not indicate that it is to do with the College, so please do not ignore it.



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Please note, to save on Shipping, all the devices will be shipped together and will not be shipped until ALL devices have been paid for. The individual cost for shipping a single device is £35.

Closing date for orders is Friday 30<sup>th</sup> June 2023 as the order must go in on time to ensure that devices are shipped in time for the beginning of the College year.

Yours sincerely,

*H. Barnes*

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Director of Studies

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