Laptops/tablets for Children in Care/Care Leavers: Order Form

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| **Name of young person:** |  |
| **Age of young person:** |  |
| **Mosaic ID of young person** *(must be provided)***:** |  |
| **Child in Care or Care Leaver:** |  |
| **Foster Carer (if applicable):** |  |
| **Form completed by:** |  |
| **Colleagues to copy in to emails about this order:** |  |
| **Device required:** | *Please indicate below* |
| * **Option 1 – Medium format 14”/15” Windows laptop**

*(Option 1 is the default option as our supplier usually holds these devices in stock so that they can be provided more quickly)* |  |
| *(Note that the other options below require a special order so delivery typically takes approx. 2-3 weeks)* |
| * **Option 2 – Small touchscreen convertible Windows laptop/tablet**
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| * **Option 3 – Apple iPad with Bluetooth keyboard**
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| * **Option 4 – Specific device request** *(e.g. Chromebook, please provide details):*
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| **Any additional requests about this order:**  |  |
| **Does the young person have any existing Wokingham provided IT equipment?** |  |
| **Delivery address details** | *Please provide full details below* |
| **Delivery contact name:** |  |
| **Delivery address:** *(e.g. WBC Here4U Team or young person’s home address, please include postcode)*  |  |
| **Delivery address contact number:** *(may be passed to the delivery company)* |  |

Please send completed forms to VirtualSchool.Admin@wokingham.gov.uk

**For Virtual School use**

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| **Authorising person:** (name of a senior Virtual School/Here4U colleague with knowledge of order) |  |
| **Virtual School**: please email authorised order forms to edpartnershipteam@wokingham.gov.ukPlease ensure the young person’s initials are included in the order form filename and email subject line |