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** | | |  |
| * **Option 3 – Apple iPad with Bluetooth keyboard** | | |  |
| * **Option 4 – Specific device request** *(e.g. Chromebook, please provide details):* | |  | |
| **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](mailto: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.uk](mailto:edpartnershipteam@wokingham.gov.uk)  Please ensure the young person’s initials are included in the order form filename and email subject line | |