



Dear Parents and Carers,

At the end of the summer term, on Wednesday 23rd July, we will be migrating various systems to the E-ACT IT infrastructure.

This will ensure staff and students are able to communicate, collaborate and work effectively across the Trust. It also provides us with the opportunity to standardise our IT infrastructure, security and resources.

As part of this migration, all staff and students will be provided with a new email address from **Wednesday 23rd July**.

- For **STAFF**, this will be in the format **Firstname.Surname@OUS.E-ACT.org.uk**
For example, the email address for a staff member called John Smith would be John.Smith@OUS.E-ACT.org.uk
- For **STUDENTS**, this will be in the format **IntakeYearFirstInitialSurname@OUS.E-ACT.org.uk**
For example, the email address for a current Year 7 student called Sophie Jones would be 24SJones@OUS.E-ACT.org.uk
Please note, the Intake year is the year the student would have joined Ousedale in Year 7.

Please see the table below to determine a students Intake year

Current Year Group	INTAKE Year	Example Name	Example E-Mail
Year 7	2024	Sophie Jones	24SJones@OUS.E-ACT.org.uk
Year 8	2023	Ben Smith	23BSmith@OUS.E-ACT.org.uk
Year 9	2022	Emily Walker	22EWalker@OUS.E-ACT.org.uk
Year 10	2021	Grace Woods	21GWoods@OUS.E-ACT.org.uk
Year 11	2020	Andrew Hart	20AHart@OUS.E-ACT.org.uk
Year 12	2019	Ian Baker	19IBaker@OUS.E-ACT.org.uk
Year 13	2018	Laura Shields	18LShields@OUS.E-ACT.org.uk

This information will be emailed to students this week and discussed during form time next week.

From Wednesday 23rd July, all email enquiries should be sent to:

Enquiries@OUS.E-ACT.org.uk



Student Frequently Asked Questions

- **Will I still receive emails sent to my old email address?**
Yes, any emails sent to your @ousedale.org.uk address will be delivered to your new email address
- **What will happen to my existing mailbox?**
All your existing emails, calendar entries and contacts will be migrated to your new email account.
- **Will my email password remain the same?**
Yes, your current password will remain the same for your new email account
- **Who do I contact if I am having issues accessing my emails after 23rd July?**
Please use your personal email account and send an email to Enquiries@OUS.E-ACT.org.uk
One of the IT Team will be in touch to assist.
- **Will I still be able to access my school emails on my phone?**
Yes, but you will need to remove your old school email account and add your new account details after 23rd July.
- **Can I access my emails from a computer at home?**
Yes, visit the school website www.ousedale.org.uk, click on **QUICKLINKS** and select **PUPIL SHAREPOINT**. Enter your new email address and password to log in when prompted.
- **If I have requested exam results to be emailed to me, where will they be sent to?**
If you have submitted a request to the Exams office to have your exam results emailed to you, these will be sent to your new email account.
Please ensure you can access your new email account from Wednesday 23rd July and BEFORE results day (Thursday 14th August A-Level, Thursday 21st August GCSE)
- **Will I still be able to access my UCAS account using my old school email address?**
Yes, you will still be able to log in to your UCAS account using your old school email address. Year 13 leavers may wish to consider changing their UCAS e-mail address to a personal email address as their school email account will be disabled at the end of October.
To change your email address on UCAS, log in to your UCAS Hub account and navigate to the 'Profile' section. You can then update your email address and verify the change by entering a verification code sent to the new address.