

Friday 31 May 2024

**Department:** Education & Inclusion  
**Contact Name:** Egress Administrator  
**E-mail:** [egress@slough.gov.uk](mailto:egress@slough.gov.uk)

Dear colleagues,

**Re: Egress License Renewals for the Academic Year 2024-2025**

We are in the process of renewing Egress Licenses for Slough Schools for the new academic year 2024-25.

For us to process the renewal we will need your school to confirm how many licenses you will require from September 2024.

If there are no changes, please confirm this so that we can roll over the licenses. There is no limit on the number of licenses that you can request but we do bulk buy on the amount schools advise at the beginning of the contract, so please ensure that you revise your list as soon as possible. We cannot add licences after the initial contract has been agreed as the provider will not add adhoc licences at a later stage.

Please can you advise of any changes including staff leaving/left so licenses can be removed or re-allocated to new staff. Please also provide details of new staff joining and their e-mail addresses so the system can be updated accordingly.

Please fill in the form through this link: [Egress License Renewal Form 2024-25 \(google.com\)](#)

**This information will need to be submitted no later than Friday 28 June 2024, please ensure that all Egress related queries and e-mails are sent to [egress@slough.gov.uk](mailto:egress@slough.gov.uk)**

Please also send a **nil response if you do not wish to purchase any licences** to avoid us contacting you to follow up.

If you have any queries or questions, please do not hesitate to contact me.

Your sincerely,

**Paula Doneghan**  
**In-Year and Fair Access Team Leader**  
**Education & Inclusion**