

## DfE funding for the setup of Office 365 or G Suite

**Deliver a full classroom environment remotely including video chat, setting homework, sharing resources and monitoring progress without having to be in the same place.**

Office 365 and G Suite for Education are not new platforms for schools. Teams, Outlook, Google Drive and Google Classroom for example will all be familiar products and are already, for education institutions, freely available from Google and Microsoft respectively.

Where many schools may already be using Office 365 or G Suite for their email, communications, data storage and remote working, amongst other things, many may not have yet made the jump to having a classroom environment available in the Cloud.

With the new funding from the DfE, AdEPT Education can work with you to advise on, create, and setup a Cloud environment at a far reduced cost, helping you reap all the benefits of these free-for-school platforms from Google and Microsoft, and perhaps saving on other licensing, hardware and support costs along the way.

AdEPT Education has supplied ICT solutions to schools and wider education establishments for over 30 years. We support over 4,000 schools nationwide and have accredited partnerships with many organisations including Google and Microsoft. We have to date undertaken over 900 Cloud migrations and are a safe pair of hands to partner with you through this transition to a new Cloud teaching and learning platform.

In this guide, we'll take you through the fundamentals of what is included in both Office 365 and G Suite for Education, and then work with you to establish which is better suited for your school and the benefits you can then expect.

If you have any queries at any step of the way, please do not hesitate to get in touch with a member of our dedicated Cloud migration team. We appreciate you may not be familiar with some of the terms used in this guide and are happy to explain what these mean wherever necessary.

## What is a Digital Education Platform?

A digital education platform is a purpose-built online portal where pupils' remote learning experience can continue as close to as being at school as possible. This includes providing teachers with the ability to assign and assess school work, as well as giving students the ability to access curriculum content and communicate digitally with their tutor without all being in the same classroom. Utilising an effective digital education platform is particularly applicable currently with the outbreak of Covid-19 and its effect on school closures.

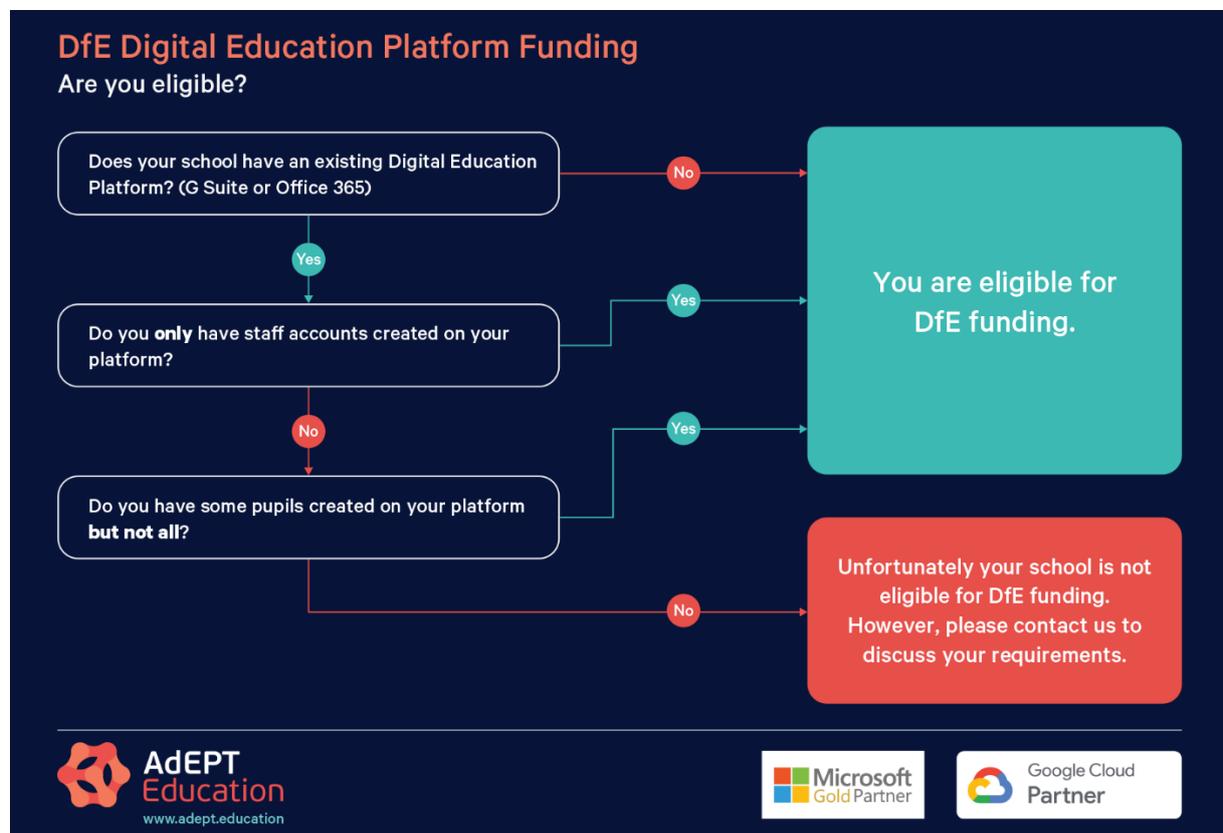
The Department for Education (DfE) are [providing support](#) for schools to get setup on a Digital Education Platform, either G Suite or Office 365, by an accredited partner such as AdePT Education. As a result of our long-standing partnerships and collaboration with both Google and Microsoft in Education, we are able to assist on your journey whichever option is chosen.

The objective of the DfE's initiative is to equip schools with a platform that can be used for remote learning. You can read more about the initiative from The Key [here](#), including a short video from a school already successfully using a Digital Education Platform.

If a school chooses to go ahead with the scheme, you are eligible for funding from the DfE if you meet the following criteria:

- Do not currently have a digital education platform
- Already have Office 365 or G Suite but have not yet set up all your pupils in the platform

Please see the infographic below for further explanation.



\*Please note if you do not meet the criteria for DfE funding above but require assistance or advice with G Suite, Office 365, or anything else, we are still able to assist, just email [enquiries@adept.co.uk](mailto:enquiries@adept.co.uk)

## **How to sign up to the DfE initiative?**

For schools ready to take advantage of the initiative, you must first choose which platform you wish to sign up for. A feature comparison to help make an informed discussion is listed on The Key [here](#).

Once you know which platform best suits your requirements, you need to complete the form for your chosen platform. The forms can be found:

- For G Suite for Education and Google Classroom, [please click here](#)
- For Office 365 for Education and Microsoft Teams, [please click here](#)

We are here to offer advice, should you require further assistance in assessing which platform is best for your school. We have also provided, further on in this document, a handy comparison guide to help you if need be.

Once the form has been submitted, Google/Microsoft will pass your details over to your partner of choice. To work with us please select “AdePT Education” on the Google form or “AdePT Technology Group PLC” on the Microsoft form as your preferred partner.

## **What is the process?**

The process, once we are in receipt of your request from Microsoft/Google is as follows:

- We will acknowledge your request has been received by sending you a welcome email
- You will be contacted by one of our engineers to discuss and initiate the plan of work
- Upon completion of the work, we will deliver a handover session to run through in detail the work that has been completed and answer any questions you may have.

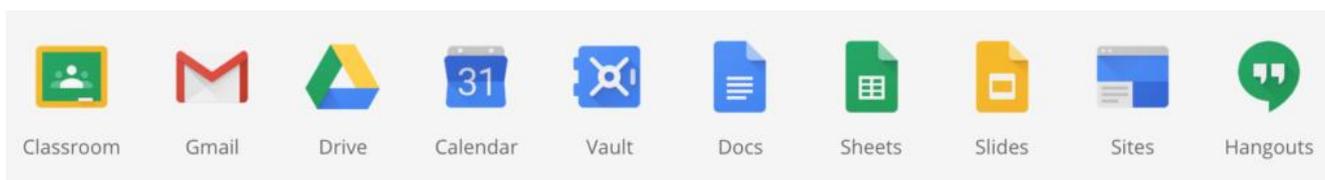
## What's included from Google?

For schools that decide to take advantage of the DfE funding for G Suite, the platform will be provisioned using best practice and guidance provided by Google.



The DfE implementation will cover:

- The setup of your school's domain with G Suite for Education
- Provisioning user accounts (logins and passwords) for staff and students, as well as the creation of super administrators
- Creating class groups in Google Classroom
- Configuring Google Apps, including Google Classroom and Google Meet with an education specific configuration. For example, setting policies in Google Meet to allow only teachers to create video calls, live streams and initiate session recordings
- Turning off certain services for student users. For example, setting policies so students can only message teachers and not themselves
- Configuring default retention policies in Google Vault
- Provisioning a portal in Google Sites with links to the apps and resources for staff and pupils
- Setting a baseline configuration for user settings and policies in line with Google best practices
- Completing a handover session



## What's not covered?

The focus on the DfE initiative is to set schools up with their choice of platform to facilitate remote learning. For this reason, the funding does not extend to anything not covered by the above. We are however able to provide additional services and support, not included in the initial funding.

Examples of what we can cover, over and above a standard G Suite deployment are as follows:

- Email & data migration from existing platforms
- Additional licensing for managing Chromebooks or Neverware
- Server migrations
- Additional user account automation and syncing
- Hardware
- Registration of domain names and DNS hosting
- Training and on-going support

If you would like information on any of the above, please contact us at [enquiries@adept.co.uk](mailto:enquiries@adept.co.uk).

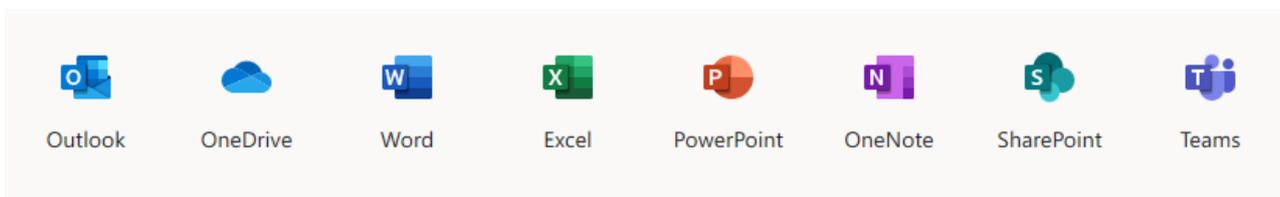
## What's covered if I choose Microsoft?

For schools that decide to take advantage of the DfE funding for Office 365, the platform will be provisioned using best practice and guidance from Microsoft.



The DfE implementation will cover:

- The setup of your school's domain with Office 365
- Provisioning user accounts (logins and password) for staff and students, as well as the creation of administrators
- Creating groups for staff and students, including for use with Teams
- Configuring Office 365 Apps, including Teams with an education specific configuration. For example, setting so only staff can create new Teams
- Creating a homepage for staff and students
- Setting a baseline configuration for user settings and policies in line with best practices
- Completing a handover session



## What's not covered?

The focus on the DfE initiative is to set schools up with their choice of platform to facilitate remote learning. For this reason, the funding does not extend to anything not covered as described above. We are however able to provide additional services and support, not included in the initial funding. Examples of what we can cover, over and above a standard Office365 deployment are as follows:

- Email & data migration from existing platforms
- Additional licensing including Office 365 A3/A5 or InTune
- Server migrations
- Additional user account automation and syncing
- Hardware
- Registration of domain names and DNS hosting
- Training
- On-going support

If you would like information on any of the above, please contact us at [enquiries@adept.co.uk](mailto:enquiries@adept.co.uk).

### **What funding is available?**

Once we have been engaged by you to carry out a project under the DfE initiative, and the work has been completed and signed off, we will issue an invoice for the value of the deployment. The school will then be able to claim a grant, covering the full value of the deployment, from the DfE who will issue a payment to the school's account. The school will be responsible for paying the invoice. The amount of funding available depends on your school's classification as follows:

- Standalone Secondaries are £2,000 + VAT
- Standalone Primaries are £1,500 + VAT
- Deploying a single tenancy across multiple schools within a MAT is £1,000 + VAT per school, up to a maximum of £10,000

If any work is required outside the scope of the DfE offering, we will agree the costs with you before the work commences and will invoice this separately upon completion.

For any work that you do proceed with, we would appreciate a purchase order of the relevant value being raised for "AdEPT Education", to be returned to us at your earliest convenience.

### **Further help**

It is our firm belief at AdEPT Education that a properly-deployed Digital Education Platform will be of huge benefit to your school, not just during the current Covid-19 crisis but well into the future, allowing you to run essential aspects of your school, communicate, teach and learn wherever your staff, students and administrators are based.

We are genuinely here to help and look forward to working with you on your new deployment.

[enquiries@adept.co.uk](mailto:enquiries@adept.co.uk)



**Uniting technology,  
inspiring people**