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**THE MILTON
KEYNES ACADEMY**
*Creative
Education
Trust*

30 September 2020

Dear Parent / Carer

As you know, the prevalence of Covid-19 is increasing both locally and nationally. We continue to monitor Government guidance closely, whilst reviewing and revising our plans. NHS Test and Trace have recently produced a letter to parents, containing important messages on symptoms and the testing process. I would strongly encourage parents to read the letter, which can be found [here](#). Please also refer to our website where you will find our Student Risk Assessment, Whole School Risk Assessment and the MKC Flowchart outlining what to do if your child develops symptoms.

While I very much hope that we will not have any diagnosed cases of Covid-19 in our school community, we must be prepared. I thought it would be helpful to provide you with some information about some changes we are making to our risk assessment to further protect our students and staff, and to inform you about happens when a positive case is reported to us. I will also take this opportunity to let you know what you should do if your own child were to test positive for the virus at some stage in the future.

Face Coverings

From Monday 05 October 2020 face coverings will become mandatory in all corridors and social areas for all staff and students, unless exempt on medical grounds. Face coverings must be worn as soon as students enter the site, and must only be removed when eating, drinking or within the classroom. I have been encouraged to see many students already taking the protective measures to wear face coverings. If your child is unable to wear a face covering due to underlying medical conditions, please notify the child's Head of Year. Please find details below:

Year 7	Kevin.Copson@miltonkeynesacademy.org.uk
Year 8	Kristal.Watkins@miltonkeynesacademy.org.uk
Year 9	Nicholas.Campbell@miltonkeynesacademy.org.uk
Year 10	Jonathan.Newman@miltonkeynesacademy.org.uk
Year 11	Martin.Lancaster@miltonkeynesacademy.org.uk
Sixth Form	Fahema.Choudhury@miltonkeynesacademy.org.uk



NHS Covid-19 App

We are strongly advising students aged 16 and over, as well as parents, to download the NHS Covid-19 App. The app will alert you if you have been in close contact to someone who has tested positive for Covid-19, as well as providing information about symptoms, the testing process and rules around self-isolation. You can find out more about the app by visiting www.covid19.nhs.uk

Notifying the Academy About a Positive Covid-19 Test Result

If your child has a positive test result you must contact the school immediately to notify us by calling 01908 341700 and advising the Receptionist that you wish to report a positive Covid-19 test result. Your call will be treated with complete confidentiality. Alternatively, you can e-mail our dedicated Covid-19 e-mail address (covidalert@miltonkeynesacademy.org.uk) stating the name, year group and tutor group of your child. You should also include the date on which they received a positive test result, and the date on which their symptoms started.

Responding to a Positive Covid-19 Test Result

When it is established that we have a positive case in our community we are required to call a dedicated *Department for Education Coronavirus School Support* line who will guide us through a risk assessment and decide how many children need to be sent home. Depending on the circumstance, this could be a class, half a year group or a whole year group. The students will generally be required to self-isolate for 14 days from their last contact with the infected individual. Other members of your household can continue normal activities provided your child does not develop symptoms within the 14-day self-isolation period.

After the phone call is concluded, we will put into place our action plan for dismissing the children to self-isolate and study from home. We will inform you by text message and via EduLink. So that we can dismiss children efficiently, we would like to know if you are happy for your child to make their own way home or if you, or a relative, will collect them. If you wish your child to remain in school until you are able to collect them later in the day, we will isolate them within their bubble until you arrive. If we are dismissing a large number of children, we will give you a timeslot for arrival to avoid traffic congestion. We would, therefore, appreciate it if you could fill in the attached form to let us know if your child will walk home or be collected. If you have more than one child at Milton Keynes Academy, please complete this form for each child individually. Click [here](#) to access the form.



Remote Learning

In the event of your child having to isolate, your child's education remains our top priority. Our remote learning plan will be implemented in the following way:

- Your child's teacher will post their work in Microsoft Teams (each class and year group have a dedicated team)
- All work will be posted in the 'Home Learning Team', which your child has access to
- We will be asking all students to follow their timetable using the online resources provided
- Your child's teacher will be available via email and will respond within 24hrs of the timetabled lesson, where possible
- If the period of remote learning extends beyond 14 days, it is likely that we will adjust this plan and we will inform you accordingly

I am hopeful that the stringent measures we are taking to keep our community Covid-safe mean that we do not have to use this plan in the near future, but I am grateful for your support. Thank you in advance for your swift response in supporting us to keep our community safe.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Fiona Seddon', written in a cursive style.

Fiona Seddon
Principal