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

Friday 8 January 2020

Dear Parent / Carer,

IN SCHOOL PROVISION

We hope that this letter finds you and your families safe and well during these extraordinary times.

We wanted to get in touch with all our parents/carers whose children are still in school to explain our approach to learning, how we're keeping everyone safe and provide you with some updates.

The school day:

Students in school will follow a timetable which covers all the subjects on their normal timetable, but at slightly amended times. The lessons will be taught to them by curriculum specialists and will keep in step with the remote learning curriculum to ensure that there is consistency across the curriculum for all students be they in school or not. Students are expected to bring their usual equipment with them and will be provided with an exercise book for their work over this period of time which will stay in school.

Students are expected to arrive between 08:45 and 09:00am via the back gate entrance. Please ensure that your child/ward is on time. The school day will finish at 3pm.

Break and lunchtime arrangements:

We encourage as many students as possible to bring their own food. However, students can still purchase lunchtime food from the school canteen for normal prices. Please ensure your child/ward has sufficient funds on their ParentPay account to pay for these items.

Expectations update:

Please see attached an updated simplified overview of our uniform expectations for which there are some minor adjustments to support students.



Health & Safety measures:

To help keep everyone safe, the school continues to be cleaned thoroughly every day. We also always have a first aid trained member of staff and a safeguarding lead on school site.

A few important reminders:

Please can all students remember the 'Hands, Face and Space' Covid requirements whilst in school. Taking responsibility for bringing a face mask to school every day, washing hands frequently and ensuring everyone remains socially distant are essential actions.

If you, your child/ward or anyone you live with has the following symptoms you must follow guidance to stay at home:

- A new, continuous cough, and/or
- A high temperature
- A loss or change to your sense of smell or taste

Reporting absence:

Please continue to follow the usual absence reporting procedures using Edulink to notify us of any students who will not be attending the in-school provision. If your child is sick or needs to self-isolate, please ensure this is reported.

If there is a change in your requirements for in school provision, please continue to contact Sarah Dorrian on the following email address:

Sarah.Dorrian@miltonkeynesacademy.org.uk.

If you have any further queries, please do contact the school through the main switchboard and/or by emailing info@miltonkeynesacademy.org.uk

Yours sincerely,

A handwritten signature in black ink that reads 'Lauren Phillips'.

Lauren Phillips
Vice Principal