Dear

<u>Digitising the Student Planner</u>

You may have heard from your son/daughter that following a successful trial in the Sixth Form, St Benedict's is moving over to a new digital student and parent planner system from September 2017.

Normally, at the start of the school year, each student is issued with a paper based planner, which they use to record homework and make notes as desired. Often, as the year progresses the paper planner is not used to its maximum potential for various reasons. As a result, the school has reviewed its approach to recording homework and is moving over to a digital system called MILK. MILK is a homework recording / message receiving system for mobile devices and PCs/Macs.

Students in the school have received training on using the system and have received their own unique login to the system.

How does the system work?
Homework is issued to students directly from the teacher using MILK. This means students don't need to record homework, as the teacher will send the work to them, with appropriate dates for submission and any resources they may need to help them complete the set tasks. Students can also receive notifications as necessary, such as details about after school clubs or trip information. Students will receive daily attendance information so they will always be able to keep track on their attendance rates. Finally, they will receive their attainment grades in MILK from September, instead of the usual printed report.

Good news for parents/carers and other responsible adults
Downloading the MILK app to your phone or tablet and logging in will allow you to access all the same information your child receives. This means, you will be able to see the homework set, messages received, attendance data and attainment grades.

Please note, that if you or your child doesn't have access to a mobile device, you can login to the MILK website and see all the same information that is in the mobile app.

If you do not have access to any of these digital devices and would prefer to receive attendance and attainment reports on paper, please let our admin team know. We will then send out a paper copy once the data is issued on a termly basis. (Note, you will not be able to see real time attendance data using this approach.) If the school is not informed, we will assume you are happy to use the new digital system (MILK) to receive the information indicated above.

In order to use the MILK system, here is what you need to do:

Using the website:
1. Go to: https://my.milkapp.io
2. Login with the details on the following page.

Using the app:
1. Search for 'Milk student planner' in your app store (Currently available for iOS (Apple) and Android (Google Pixel, Samsung, HTC) devices).
2. Install the app. (No costs to install or use the app are involved for the student or parent/carer/other responsible adult, as the school has paid all costs involved)

3. Login with the details below.

Your unique login details:

Name:
Username/MILK ID:
Temporary password:
The information you will be able to see on login relates to:

You will be asked to change your temporary password once you login.

If you would like to see more information about how MILK works, please visit our dedicated MILK webpage at the address below:

www.st-benedicts.cumbria.sch.uk/milk

If you have problems being able to access the system, please use the information resources located on the webpage above. If this fails, you can email milk@st-benedicts.cumbria.sch.uk or contact us via telephone. Please note, password resets will not be given over the telephone. They will instead be emailed to the address on our records. It is therefore important that we have up-to-date records for you. If you need to change the contact details, please contact our admin team in school.

I sincerely hope that the system will enable us to work even better together to support your child in his or her studies in and out of school. As a school, we hope that the new revised system will enable three goals:
1. To support the organisation and management of homework for students.
2. To provide parents/carers/other responsible adults with regular 'data' such as attendance, attainment, homework and information messages.
3. To further raise the profile of homework and its completion across the school.

I hope working together, we can achieve these three goals quickly and purposefully. If you have any feedback you wish to provide us with once you are using the app, please contact us in the usual way.

Yours faithfully

C. Redhead
Assistant Headteacher (Designate)