

Dear Parent/Guardian,

We are writing to inform you that [enter school name] is pleased to announce the introduction of Milk Student Planner System, a cloud based digital homework diary that is designed to enhance our communication with you and allow you to monitor your child's homework, attendance, behaviour and progress more easily.

Please note your child should continue to follow the schools expectations regarding using this planner on a daily basis.

For more information on the benefits and features of Milk please read *Parents' Guide to Milk* available with other information at milkstudentplanner.com.

How to use Milk web portal via Mac or PC

1. Visit milkstudentplanner.com
2. Click 'Login' button.
3. Enter the username and password and click **Sign in**.

How to use Milk mobile app for Android/iOS

1. Download the app for FREE from Google Play or iTunes by visiting milkstudentplanner.com/app
2. Enter the username and password and click **Sign in**.

Your personal Parent Portal ID is:

Your personal Parent Portal Password is:

Once you have successfully logged in to Milk, you can easily navigate yourself around and view all assessment, attendance, behaviour, homework and message data that relates to your child.

Your child also has access to the Milk app, which they should download onto their Android or iOS device immediately (if your child does not own a Smartphone, iPod or iPad, they can access of Milk's features using the web portal).

Your child's login is:

User ID:

Password:

For safeguarding reasons messages only travel one way, from the school to the child and not in reverse. All messages are logged to ensure we are able to monitor the communications. These messages will only be regarding home learning deadlines or reminders about events.

We introduced Milk at [enter school name] to keep you informed of your child's educational activities and progress. To ensure Milk is effective in boosting your child's educational achievement, we kindly ask that you regularly view your account via the mobile app or web portal.

Should you have any further questions regarding Milk, please contact [enter contact name].

Yours sincerely