

**To: The Headteacher
All MK Schools**

**cc: Secretary / Bursar / Finance Manager /
Business Manager**

Gail E Tolley
Director of Children's Services

Children and Families -
Education, Effectiveness & Participation

Our Ref: 01/12

Your Ref:

Reply To: Jeannette Leadbetter

Direct Line: 01908 253172

E-mail: jeannette.leadbetter@milton-keynes.gov.uk

23 January 2012

Dear Headteacher

MKC Services for Schools 12/13 - Online system now live

As per the new online/ web-hosted system introduced last year, I am pleased to advise you that the 2012/13 system is now live and ready to use. A link to the system can be found on our web area: <http://www.milton-keynes.gov.uk/school-buyers-network>.

The system has several advantages and benefits:

- ✓ The whole document now has a search facility, which will take you directly to an individual specification when you click on a service name in the contents sheet.
- ✓ The system also enables users to locate easily the service entries required/of interest, by way of individual PDFs.
- ✓ Schools are able to log in and amend options/choices (up to a particular deadline), which will avoid the need to advise providers/my team if you change your mind or wish to amend your options. Schools can therefore, re-submit/amend buy-back options as and when required, up until the deadline date.
- ✓ The system allows schools to email a question or query directly to providers from the on-line system/service entry page.
- ✓ Schools have a "save as you go" facility. Therefore, you do not have to complete the process within a set time and what you complete will be saved and available on the next occasion that you log in.
- ✓ The system also allows MKC service providers to log in and see which schools have purchased their service/s, in real time.
- ✓ A simple 'Reports' function will provide each school with a complete summary of what they have chosen to purchase for 12/13. Each provider will also have access to a simple report which shows their customers and the options selected for 12/13.
- ✓ As the system is hosted on-line, there are no specific IT requirements needed by schools and it can be accessed by way of a simple log in.

Cont'd.....

Please find attached to this letter a short 'User Guide' as a reminder to assist you in using the system. **You will be notified by email a reminder of your log on details and this will be sent to the main school email address, so please look out for it.**

You will note that in the 12/13 MKC Services for Schools offering, some services have ceased. Please also note that the MKC Insurance Department has opted **NOT** to include their services and will deal with school clients directly with respect to Material Damage & Liability Cover and School Journey Cover. For these two services (which are NOT available to academy schools), please contact John Pettitt (MKC's Insurance & Risk Manager) by e-mail or on 01908 252315.

The Occasional Business Use Car Insurance cover - available via us in a group / brokerage arrangement - from Marsh Ltd is now offered within the School Buyers' Network service only and cannot be purchased separately in 12/13 from us.

Finally, while we are happy to include academy schools within this MKC central buy-back process please note that you may be charged different prices by individual providers from those advertised more generally, due to how academy schools are funded. Please use the question mark button in the system to ask a provider if an academy price is not stated.

The deadline for return of your purchasing decisions is Friday 16 March 2012. If you have any difficulties using the MKC on-line system please contact Kirsten Mustow – **kirsten.mustow@milton-keynes.gov.uk**.

Kind regards.

Yours sincerely

JEANNETTE LEADBETTER
Schools Brokerage & Business Development Manager

Enc: User Guide to Buying Back MKC Services for Schools in 12/13