



## Y7 parents 'Sims Parent App' essential action required

Dear Parent/Carer

As detailed in the '4 Steps to a smooth first day in September' Transition booklet (included in the goody bag in the summer term), we said we would ask you to download the Sims parent app in September. This app will enable you to check your child's data and give various consents. **Please read the information below and read the attached Consent Information Booklet before you begin.** We will email an invite to all priority 1 and 2 parents, living at the same address as the student shortly.

### SIMS PARENT

The **SIMS Parent** app is a convenient tool for checking the information we hold about your child on our student database. Using a smartphone, tablet or PC, you can access SIMS Parent if you are a Priority 1 or 2 contact with parental responsibility, who lives at the same address as the student. SIMS Parent is our system for ensuring that the details we hold about your child are up to date and we therefore ask that you register (once), and then log in and check/amend your child's details periodically.

In order to access the Data Collection Sheet, there are **two steps** to follow:

#### Step 1: Register for a SIMS Online Services Account

*To register for SIMS Online Services, you will need one of the following accounts: Microsoft, Office 365, Google, Facebook, Twitter. If you have a child at another school and you have already set up a SIMS Online Services Account, you do not need to register again. If you are both a parent and a member of staff, you must only register once as a PARENT.*

1. We will send you a registration email from [noreply@sims.co.uk](mailto:noreply@sims.co.uk) containing a unique invitation code. *If you do not receive a registration email, please check your SPAM folder before contacting the school.*
2. Please follow the guidance in the email and, when you see the message 'you are now signed out', **please close all open browsers and keep a note of the account you used to log in.**
3. You will receive a confirmation email titled 'SIMS ID Account Created'.

Once you have successfully registered for SIMS Online Services, **and** closed all browsers, the **next step** is:

#### Step 2: Log in to SIMS Parent

1. Log in via the **SIMS Parent** app (which can be downloaded from the App Store) or via <https://www.simsparent.co.uk>
2. Click 'Data Collection Available' to access the details we hold about your child. Please check the information is correct and up to date, making any changes as you work through each section.
3. Please save your changes by selecting 'Finish Changes' then 'Submit Changes'.

*If the Data Collection Sheet is not visible, you may not meet the criteria required for submitting changes. If you can see the Data Collection Sheet but it is locked, it has previously been submitted and is waiting to be processed and authorised. Changes will be reflected on the school database once they have been approved.*

We are asking you to register, log in and check/amend your child's details ASAP, so we can process and save your child's data promptly. Please ensure your click 'submit changes' at the bottom of your device before you exit.

If you have any comments regarding SIMS Parent, please email [info@bohuntworthing.com](mailto:info@bohuntworthing.com).

*Information about how we collect and use data can be found in the privacy notice on our website here.*

Kind regards

School Office

**Bohunt School Worthing**

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 **BSW Parent Consent Information Booklet 2021 22.pdf**  
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