



Dear Parent/Carer

SIMS PARENT APP

Please find attached details of SIMS Parent app – an online service that gives parents access to information from the school's database, allowing us to share key, real-time information about your child. SIMS Parent app can be accessed via a smart phone, tablet, or PC giving you instant access to your child's school details in a user friendly manner.

SIMS Parent app enables us to share with you your child's timetable, attendance data and termly and annual reports. You will also be able to complete an annual 'Data Checking Exercise' online to ensure the details we hold on record are correct (see attached introduction booklet for further details).

Also attached is an Acceptable Use Procedure, which you will need to read before you register with SIMS Parent app.

We will take information about parents from the information form you complete, and will use parents' email addresses to send out an invitation email asking you to set up your account on SIMS Parent.

Downloading The App – The SIMS Parent app can be downloaded for free from either the Apple App Store or the Google Play Store on your smartphone or tablet device. In the app store, search for 'SIMS Parent' and download the app to install it on your device.

TO ACTIVATE PARENT APP

1. **SIMS Parent Acceptable Use Procedure** – Read the attached copy of the Acceptable Use Procedure. A copy of the procedure can also be found on the school website (<http://www.st-maryshigh.hereford.sch.uk>) under 'For Parents – Important Letters'.
2. **Click On The Link** - Click on the link in the automated invite email to activate your SIMS Parent account.
3. **Third Party Account** - Select your third party provider that you wish to use to access your SIMS Parent account.
4. **By activating your account and by using SIMS Parent app, you thereby agree to abide by both the letter and the spirit of the SIMS Parent Acceptable Use Procedure.**
5. **Activate Your Account** - Complete the required steps to activate your account.
6. **Log In** - Log into your account using your selected third party account details.

Both parents can register with SIMS Parent app, but you cannot use a shared email address – each parent must have a separate, unique email address.

If you have any queries about SIMS Parent app, please contact us at SimsApp@st-maryshigh.hereford.sch.uk

Yours faithfully

Miss D Studerus
Data Controller

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