

Tomlinscote School & Sixth Form College



A Specialist Language College

October 2018

Dear Parents/Carers

SIMS Parent app and website

Now the General Data Protection Regulation (GDPR) May 2018 has come into effect, Tomlinscote has updated its procedures regarding the way we use your data, and your child's data.

At Tomlinscote we use a system called **Capita SIMS** to manage parent and pupil data. We are rolling out the **SIMS Parent App** one year group at a time, to enable you to electronically review and request changes to the personal contact data held on you and your child.

The SIMS Parent app is available on iOS, Android and in a web browser. You can read the privacy statement for the SIMS Parent App on the School website.

This app will allow you to update your contact details and child's medical details, so we have always accurate, up-to-date information, with no need for paper forms.

You will shortly receive an email from noreply@sims.co.uk containing an invitation to use the app, and an activation code. Please use the link in the invitation to download and install the app, then use the steps on page 2 of this letter to get started.

If you have any questions regarding this new system, please contact the School via simsparentapp@tomlinscoteschool.com

Yours sincerely

Mr R Major
Head of School

Executive Principal: Mr I M Hylan MA BSC
Tomlinscote Way, Frimley, Surrey GU16 8PY

Email: Office@tomlinscoteschool.com web: www.tomlinscoteschool.com Tel: 01276 709050 Fax: 01276 709060

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Registered office: Tomlinscote School & Sixth Form College, Tomlinscote Way, Frimley Surrey GU16 8PY.



Getting started with the SIMS Parent App

1. You will be sent an invitation from **noreply@sims.co.uk** on behalf of the school to access your SIMS Parent account. The body of the email will contain a sign up link and a personalised invitation code, unique to you and should not be used by anyone else. The invitation will be sent to the email address we have on our SIMS Database, please ensure you check your junk mail if you have not received this email.

IMPORTANT NOTE: Your activation email will expire after 14 days if it is not used, please send an e-mail to simsparentapp@tomlinscoteschool.com containing your name, your child's name and your child's tutor group in order for your invitation to be re-sent.

2. Simply click on the link from your smartphone, tablet or PC to activate your account.
3. You can then log in using your normal Facebook, Twitter, Google, Microsoft or Office 365 username and password.

IMPORTANT NOTE: You will be guided through the login process. Once logged in, you will be asked if you want to authorise SIMS Parent to use your account.

If you don't have an account please use either of the below options to create an account:

- Creating a Google Account
Instructions for how to set up a Google Account are available directly from Google (<https://support.google.com/accounts/answer/27441?hl=en>).
- Creating a Microsoft Account
Instructions for how to set up a Microsoft Account are available directly from Microsoft (<http://windows.microsoft.com/en-GB/windows-live/sign-up-create-account-how>).

4. You will now be asked for an Invitation code
 - If you were able to use click the link in the email you received, this field will be populated automatically.
 - If you had to select the web address in the email, you will need to copy the invite code from the email and paste it into the space provided.

5. Enter the Date of birth of one of your children attending the school.
This is for security purposes only and this information will not be used in the SIMS Parent system.
6. Click the Register button to continue. Once registration is complete you will have a blue screen with a person icon in the top right hand corner. Please select the down arrow and sign out.
7. From your smartphone or tablet, download the App from Google Play or the Apple App store - search for SIMS Parent, by Capita Plc.
SIMS Parent supports IOS version 8 and above, and Android version 4.4 (kitkat) and above.
8. From a PC or Windows phone, log in online at www.sims-parent.co.uk.
9. If you have children who attend multiple schools and you wish to see them all in one account, you must register with the same sign in details. If you have used different details, please contact one of the schools and ask to be re-registered. Ensure you register with the details you use to sign into the other school. This will allow users to change school once inside SIMS Parent from a drop-down menu located on the school name in the top right-hand corner of the page.
10. If you can see the Data Collection Sheet but it is locked (a padlock icon will be displayed), the Data Collection Sheet has been previously submitted and is waiting for a school administrator to authorise and apply the changes. Once the changes have been applied, the Data Collection Sheet will become available again.