



Manorfield Primary and Nursery School
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20 November 2019

Dear Parents

SIMS Parent Lite

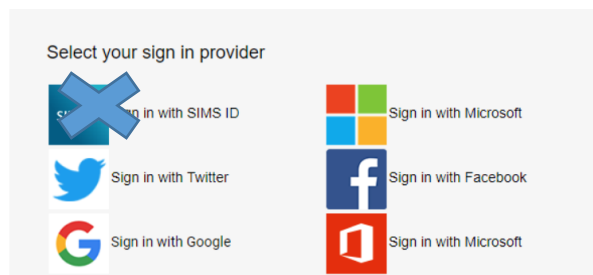
We are implementing a new convenient way for you to access, review and request changes to the data held in school on you and your child, as well as see key term dates.

The SIMS Parent Lite app, supports GDPR data accuracy by collecting the most up-to-date data on pupils and parents. ***This will replace the annual paper data collection sheets that the school used to send out.***

You'll be able to access the parent app and website at your own convenience via smartphone, tablet or PC – anytime, anywhere.

Before you can use SIMS Parent Lite, you will need to **register**.

1. We will be sending you an activation email to the email address we have saved on our system. This email will come from 'noreply@sims.co.uk'. If you need to update your email address, then please let us know. If you cannot find this email, then please check your junk folder and ensure that it has not been marked as SPAM.
2. You can then login using your normal Facebook, Twitter, Google or Microsoft username and password.
3. From your smartphone or tablet, download the app from the Google Play or Apple App store - search for **SIMS Parent**.
4. Or from a PC or Windows phone, login online at www.sims-parent.co.uk
5. Please note that your activation email is unique to you and should not be used by anyone else. If you require an additional login then please contact us. Your activation email will expire after 14 days if it is not used. Please contact us if you require a replacement after this date
6. You will need to have the date of birth of one of your children who attends Manorfield School. This is for security purposes only and this information will not be used in the SIMS Parent system.



How to update the data

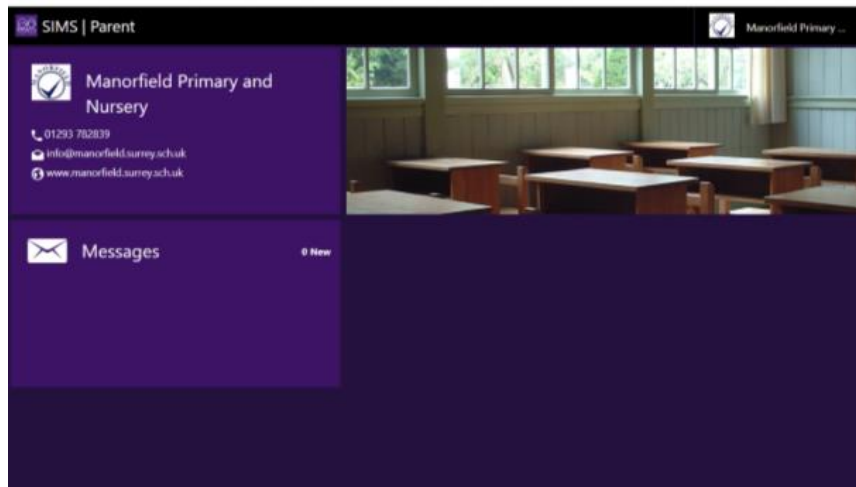
Once you have registered to use SIMS Parent you can either make changes via the App or via the website through your browser.



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The image below shows you what your screen will look like. Listed at the bottom will be your child(ren).



1. Click on the student that you wish to update the details for.
2. You can now update all sorts of information for the student, including Parental Consents.
3. You can also update your own information including: Contact Information, Address, Telephone and Email.
4. Once you click 'Submit Changes', the information will be sent to the school to approve. During this time, Data Collection will enter a read-only state where you can still view the child's record but will not be able to alter it. The data for the child will still reflect its original state until the school has approved the changes.
5. You will receive an email confirmation once the school has approved your changes.
6. You can update the data collection sheet at any time throughout the year.

If the Data Collection Sheet is not visible from SIMS Parent for your child, you may not meet the criteria required for submitting changes to your child's account. A registered child contact must live at the same address as the child in order to be able to make updates to the Data Collection Sheet.

We hope that you will find the SIMS Parent Lite app useful as it will enable you to check and change details held for your child at any time.

If you do experience any problems, please do speak to Mrs Boakes or Mrs LeFeuvre in the school office as they are both using this app for their own children and therefore have first-hand experience.

Yours faithfully

A handwritten signature in blue ink, which appears to read 'Karen James'.

Mrs Karen James
School Business Manager