



28th September 2020

Dear Parents/ Carer,

Student data year 8 – SIMs Parent Portal

As a school it is important that we hold accurate data on your child, this is particularly true during the current Covid-19 pandemic where we may need to contact parents urgently. In the past we have printed data sheets for parents to amend and return but understand this is not particularly environmentally friendly and can lead to errors in data entry. To address this, in 2019 we moved to an online system - the SIMs Parent Portal. This system allows you to see the data we hold and to request amendments directly. We successfully launched this with several year groups last year and are now rolling it out to be used by all year groups.

If, following last year's launch, you registered and used the SIMs Parent Portal your previous details will still be valid and we would ask you to once again log in to the SIMs Parent Portal and check that the information held is accurate. Information about how to do this follows in the bullet points later in this letter.

For any parents/ carers who did not register and check their details last year we will be re-issuing invites from the 5th October. These invites will go via email to all contacts of your child that our system shows as having parental responsibility, in most cases this will be the Mother and Father. This email will come from noreply@sims.co.uk, and will contain a unique joining link. This link will allow those individuals with parental responsibility to sign up to this service and see/ amend the data we hold for the student, including contact details, addresses and telephone numbers.

Where your personal circumstances mean that sharing this data with other parental responsibility contacts would cause you distress we ask you to contact your child's Year Manager and discuss this with them by Friday 2nd October 2020. Likewise, if at any time in the future, this becomes an issue, please contact your child's Year Manager to discuss.

Please note that all contacts with parental responsibility will be invited to join and will be able to register but only contacts living with the student will be able to check the data. If you have already registered for the SIMs Parent Portal, because you have another child in one of the year groups we registered last year, you will not receive another invite. However, all alternative parental responsibility contacts for the Year 8 child will. We do not expect every parent to engage with the portal, as long as one contact per student does we are satisfied that someone will be able to check and confirm the data is correct.

From the 5th October, once the invitation email is received, please:

- Click on the green 'Accept invitation' link. This should open a web page asking you to sign in using any of your pre-existing accounts (such as Facebook, Google or Microsoft - Hotmail accounts are included in the Microsoft link).

For your information, the SIMs parent portal does not link to the account you choose, and no data is shared between them except the email address, name and a unique identifier which are simply used to verify the user logging on to the parent portal is who they say they are. All school contact will still come to the address that the school holds as your primary email address, no contact will come from the Parent Portal to the account you select to initiate your account.

- Sign in to the chosen account with your username and password.
- You will then see the Registration screen which will show your name, the account you have signed in with and the invitation code that was on the original invitation email. Click the Register button and your SIMs Parent Portal account will be set up.
- For identity verification, you may then be asked to provide the date of birth of one of your children who are currently enrolled at Prince Henry's.

Following the above process gives you access to the SIMS Parent Portal. Once you have access to the Parent Portal you need to complete the data checking process by:

- Logging on to the SIMs Parent Portal via the website link or through the APP by using your linked account log in details.
- Once logged in, you will see your parent page with the names and school photographs of all of your children who are enrolled at Prince Henry's.
- Clicking on the child will take you to that child's page where you will see the options enabled for that child (currently Timetable and Data Collection).
- Clicking on the Data Collection link will bring up a list of data topics, such as Address, Student Information, Medical Details and Contacts. These are the topics that we ask you to check.
- Clicking on a topic will show the data that is held and clicking on the data will allow you to make changes and will produce a SAVE button (at the bottom of the screen) which you need to click to save the changes.
- Once you have checked through all of the topics and made any necessary changes you need to click the CONFIRM or FINISH button at the bottom of the page.
- Finally, click the SUBMIT button at the bottom of the data protection page. This will take you back to your parent page to check any other children or you can log out and close the Parent Portal down.

We ask that all parents click the Confirm (or FINISH) and Submit buttons, **even if no changes are necessary**, so that we know the data for each student is up to date. Although we are launching this to the contacts of Year 8 students, if you have children in other years you will be able to check their data at the same time.

Once you have set up your account you can make changes to your child's data at any time by revisiting the Parent Portal website or the SIMS App. The invitation email you receive will have a link to the SIMs Parent APP which you can download to a device for free and once you have registered, via the method outlined above, you will be able to log in to this with your chosen account log in details. At least once every two years we will ask you to check the data, make any necessary amendments and click the submit buttons to confirm the data we hold is correct.

Should you have any questions about this system we have produced a series of FAQs that can be viewed on the school website under Parents and Carers > Parent Consultation ([Link here](#)). We hope you find this system effective at giving you control over ensuring the data we hold about your child(ren) is up to date. Please keep this letter safe and once you receive the invitation next week follow the stages outlined by the bullet points to confirm your child's data is accurate.

Yours faithfully,

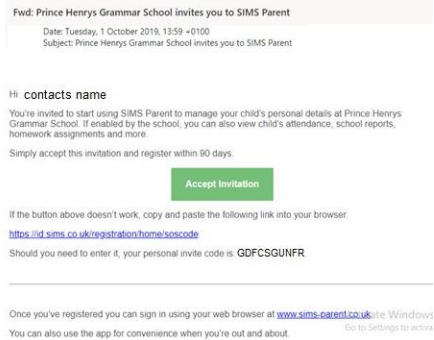


Mr S Clarkson
Assistant Headteacher

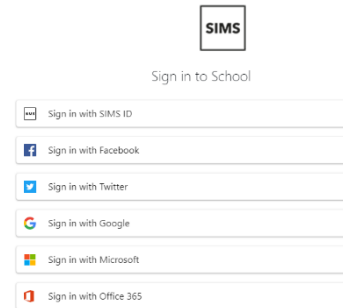
Confirmation of the actions to be taken once an invitation is received.

All images may be slightly different depending on the device you are logging in with and the browser you are using; the process is the same regardless.

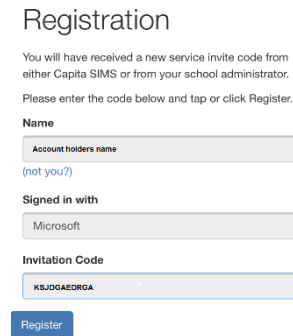
Stage 1 Click green 'Accept invitation' link



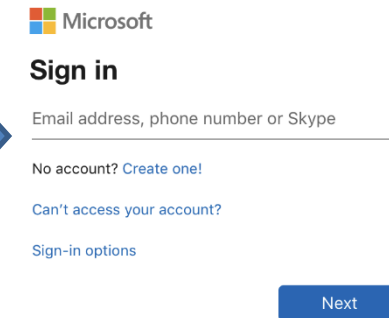
Stage 2 Select preferred pre-existing account



Stage 3 Confirm account registration

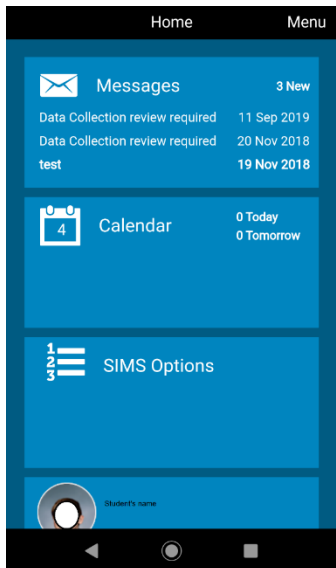


Stage 4 Input log in and security question details

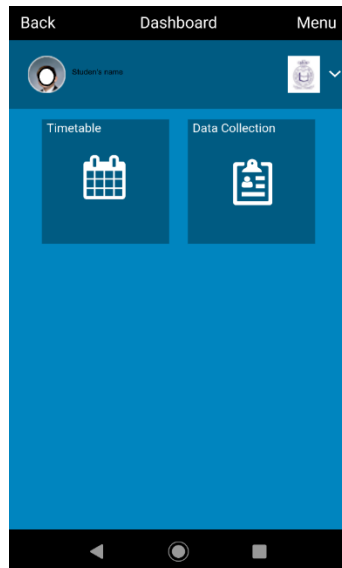


This completes the initial set up and account activation. Now log into the Parent Portal and work through stages 5-8.

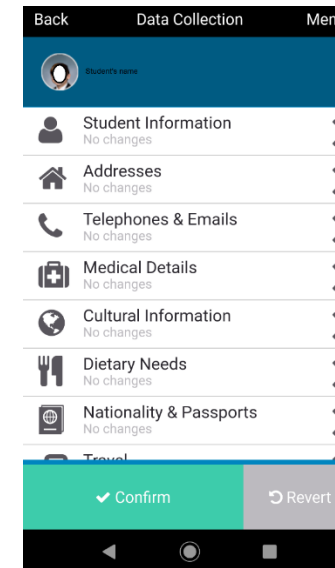
Stage 5 Parent's page Click on your child



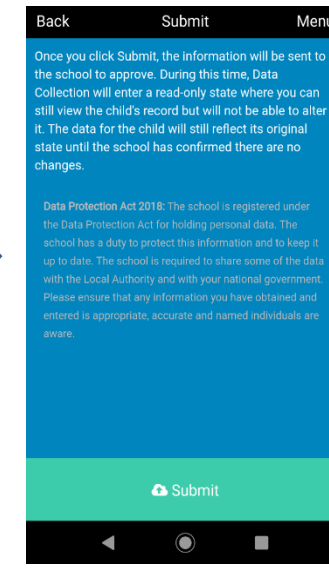
Stage 6 Student's page Click on Data Collection



Stage 7 Data topics Check, then click confirm or finish.



Stage 8 Data protection Click submit



Stage 5 – 8 can be repeated any time you need to update your son/ daughter's information. School will request you to do this at least biennially.