

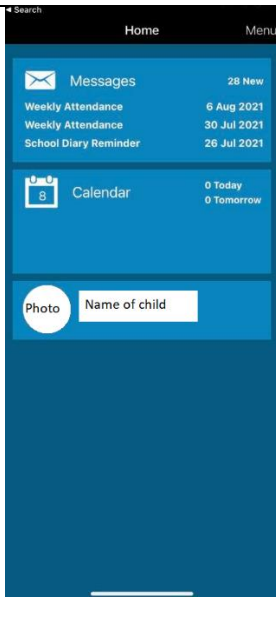
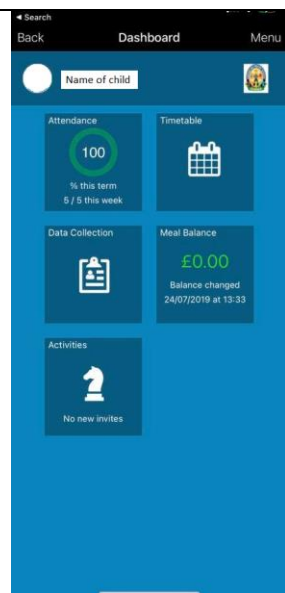


## Instructions on how to use SIMS Parent

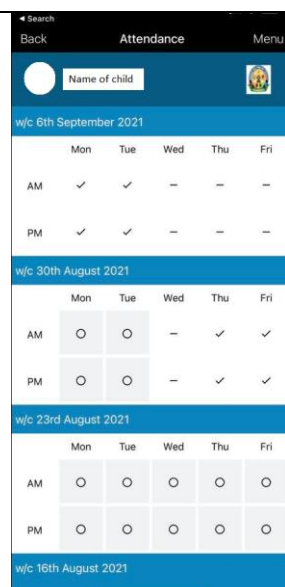
 The splash screen of the SIMS Parent app. It features a dark blue background with a starry night sky. At the top left is a logo with two stylized faces. A 'Help' button is in the top right. The main text asks: 'Have you received an invitation from your school and completed registration?'. At the bottom are two buttons: 'Yes, Sign In' (blue) and 'No' (red).	<p>You can download the SIMS Parent app from Google Play or the App Store.</p>
 The login screen of the SIMS Parent app. It has a white background. At the top is a purple header bar with the time '09:43', a search icon, the URL 'sts.sims.co.uk', and a refresh icon. Below the header, it says 'Sign in to SIMS Parent'. There are icons for login methods: email, Apple, Facebook, Google, Microsoft, and Twitter. Below these is the 'ESS' logo and the text 'Check Service Status' and 'Secured by SIMS ID'. At the bottom is a purple footer bar with navigation icons and the text 'Secured by SIMS ID   Privacy Notice'.	<p>Once downloaded you can use the same login credentials that you use for SIMS 360 (formerly known as SIMS Pay). If you don't already have a login, this can be requested from the school office.</p>
 The home screen of the SIMS Parent app. It has a dark blue background. At the top is a 'Home' header with a 'Menu' button. Below the header are three main sections: 'Messages' (showing 28 new messages and a list of messages), 'Calendar' (showing 0 today and 0 tomorrow), and a 'Photo' section with a 'Name of child' input field.	<p>Once you have logged into the app, you will see this Home page. You can view messages sent, look at the Calendar or go to your child's page. If you have more than one child, they will all appear on the Home page.</p> <p>Once registered on the app, you will save the school money by receiving messages on there instead of via text message.</p> <p><b>Please make sure your notifications are switched on.</b></p>



## Dashboard

If you click on your child's name you will see this screen which shows:

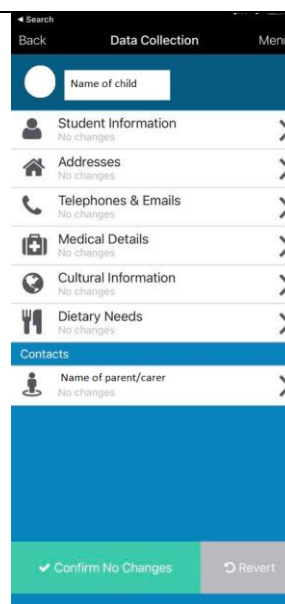
- Attendance
- Timetable (not in use)
- Data Collection
- Meal Balance
- Activities



## Attendance

The Attendance widget gives you a breakdown of your child's attendance. If you believe that there is a discrepancy with any of the marks that have been recorded, please contact the school office.

You will receive a weekly alert to state your child's attendance percentage for the week.

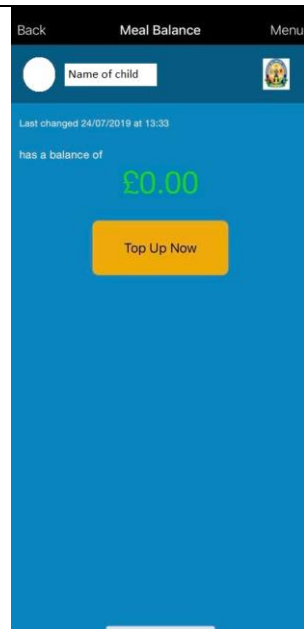


## Data Collection

The Data Collection widget shows you the information we hold about your child. You can click on each category and check the details are correct. If you find anything that needs changing, you can make the amendments on the App and these will be sent to the office for review before updating our system. If the details under Telephone & Emails is blank, don't worry, this is generally used in secondary school to record pupils own contact details. Parents' details are stored under the Contacts page.

## Contacts

This will only show the details of the person logged into the app. It doesn't show any of the other emergency contact details we hold, due to GDPR regulations. It is possible to get logins for more than one parent, just request this from the office if you need an extra login.

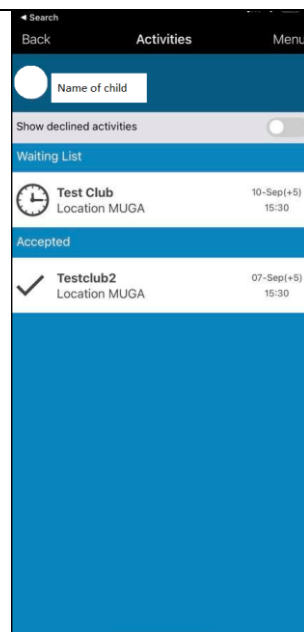


### Meal Balance

This widget will show your current school meal balance. You can click on the Top Up Now button to take you to SIMS 360.

Children in Foundation 2 and Key Stage 1 do not pay for school dinners, so this will appear as £0.00.

Please remember that school meals should always be paid for in advance.

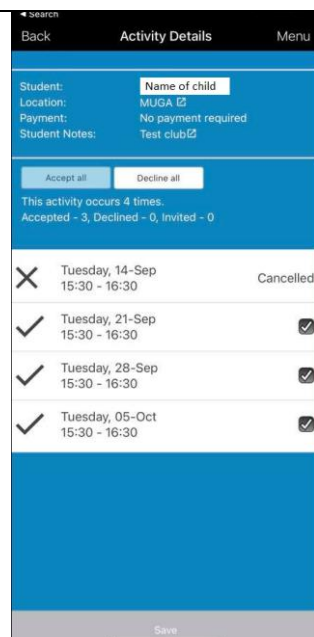


### Activities

This is a new widget which we are going to use to register children for extra-curricular activities such as football after school club, multi skills or recorders. We won't be using this for Breakfast Club or Happy Munchkins After School Club.

We will contact parents separately when it is time to register for the clubs. It is important that parents are registered on this app in order to use this facility.

Generally, clubs are aimed at specific year groups, and only the clubs your child is eligible to attend will appear on this screen. If there are limited spaces available, it will ask you to put your child's name on a waiting list and we will either confirm or decline the place once all applications have been made. This will show on the app.



Once your child has been accepted into a club, you can opt out of specific sessions if they are unable to make it for any reason. There would be an expectation that children attend whenever possible and only cancel in case of emergency. If a child does not attend regularly, their place may be reviewed.

If the club is cancelled by school for any reason, it will show on this page. If your child is due to be attending a club, please ensure that you check that it hasn't been cancelled.