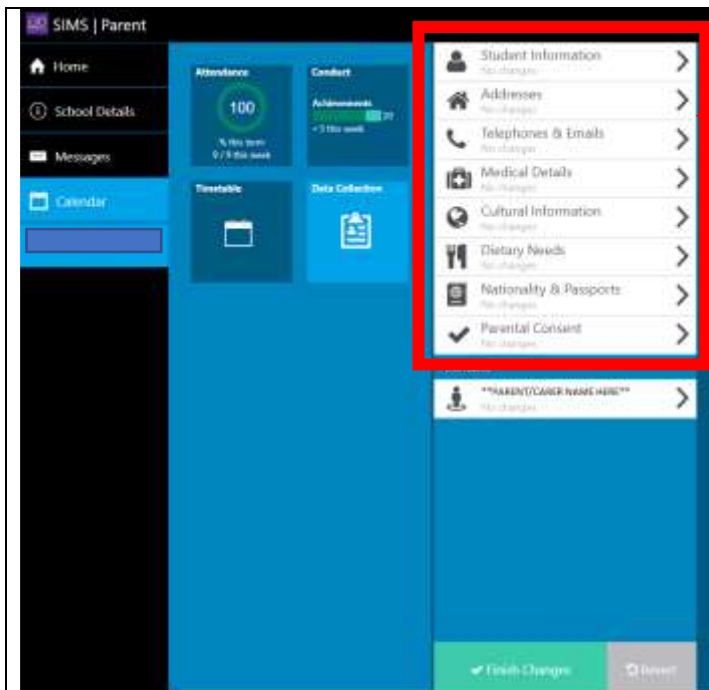# Completing a Data Collection Sheet using SIMS Parent.

Either open the app or go to the SIMS parent website – www.sims-parent.co.uk – and log in. The processes are similar on both.

Click on the tile for your child.


Select the data collection tile.

Student / Child Tab Section
This section is for updating any information about your student/child.
The information in these tabs **relate to your student/child** and **NOT** you as parent/carer.

PLEASE avoid entering any telephone numbers or email addresses under these tabs which relate to you as parent/carer as this could have an impact on important information NOT being correctly communicated to you via text message or email in the future.

Review each section on the data collection screen and check that the details are recorded correctly. If you change any details, you must click on the save button at the bottom of the screen before moving to another section.

Note that we do not generally collect private email addresses or telephone numbers for students except those in the Sixth Form.
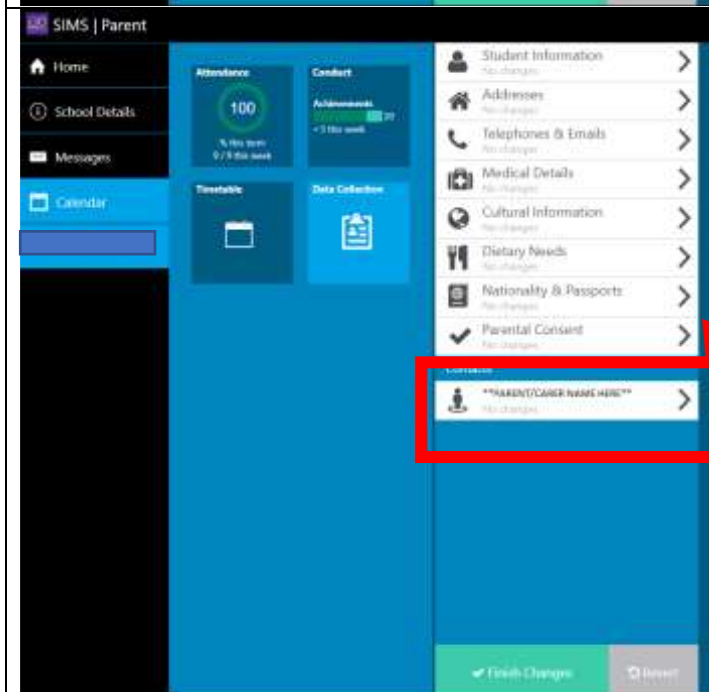
Contact details section
All of the contacts that we have for your child are listed here.
Please review the details for each contact.
Contacts can be deleted by selecting them and then clicking on the delete button that appears.
For those contacts who hold Parental Responsibility we need phone numbers, email addresses and home addresses. These people should also be listed as priority 1 and 2 except in unusual circumstances.
Other contacts that we might use in an emergency and were unable to contact the parents would be listed as priority 3 and 4. We only need names and telephone numbers for these contacts. For additional contacts, please ensure that you have sought and gained the permission of the individual to share their contact details with us.

When you have completed checking all of the sections, you must click on the "Confirm no changes" button. If you have made any changes, the button will change to say "Finish Changes".
If you have more than one child at the school, please review each of your children and submit any changes for each child, if applicable.

Contacts

General Guidance
We are legally required to record the details of any person with parental responsibility (PR) for a child. PR is recorded against contacts according to the guidance we receive from the Department for Education at the point a child is admitted to the school, based upon any relevant legal documentation provided to us, such as birth certificates, adoption certificates and court orders.
Where a contact who is recorded as having PR has this rescinded, or is deleted by a parent via SIMS Parent, this change will not be accepted unless appropriate documentation is provided to the school to evidence the change. Where PR is added to an existing or new contact submitted by a parent, this will also not be accepted unless we receive appropriate documentary evidence.
You can check the rules on parental responsibility here: https://www.gov.uk/parental-rights-responsibilities/who-has-parental-responsibility.
We also ask for the details of at least two additional emergency contacts in case we are unable to contact those that hold parental responsibility. You are able to express the order of priority in which we call contacts. For additional contacts, please ensure that you have sought and gained the permission of the individual to share their contact details with us. We do not require addresses or email addresses for additional contacts.

CONTACT INFORMATION	
Name details	Please check that these are recorded correctly. It can cause problems if you use an abbreviated name rather than a full name.
Priority	This enables you to specify the order in which you would like us to call contacts where we need to get hold of someone. Normally, those with parental responsibility should be priority 1 and 2, followed by the other contacts. Where your order of priority is different, we may contact you to clarify the order you have selected.

ADDRESSES	
Please check the house name (if applicable), number and the postcode of any address listed.	
Amend a current address	To amend an address, click on it and correct the details as required.
To move address	Click on the "Add or Move Address" button on the right hand side. Select the address type that you are replacing and enter the address details.
To record an additional address	Click on the "Add or Move Address" button on the right hand side. Select the address type that you are adding and enter the address details. Please note that if the address type is already in use, the address currently on file will be replaced.

TELEPHONES & EMAILS	
Telephones	Please provide us with at least one telephone number per contact. Where more than one number is given for a contact, we ask that you select which one has priority using the tick box "Is Primary". This will be the number that we dial first in the event we need to contact you.
Emails	We do not require email addresses for contacts who do not hold PR. If you have opted in to e-comms, this will be the email address to which such communications will be sent. More than one email address can be recorded; where more than one email address is given, we ask that you select which one has priority using the tick box "Is Primary". Any email address you supply must not be shared with anyone else and must be accessible only by the contact listed; this is for data protection reasons and compliance with the GDPR.

Once you have checked all of the details, you will need to submit the data collection. You do this by clicking on either one of the buttons displayed at the bottom.

Once submitted, any changes will be reviewed and then actioned as necessary; please note that this can take a few days, and you will be unable to submit further changes in the meantime. If we require further information from you, then we will contact you.