



SIMS Parent - Getting Started

SIMS Parent is a new accessible and convenient solution for schools to communicate with parents on many aspects of school life. It uses a secure single sign-on function which is chosen and managed by the parent.

KEY FEATURES

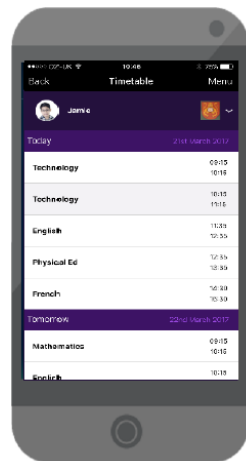
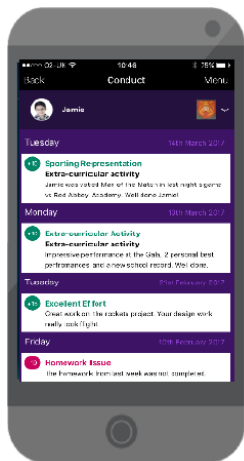
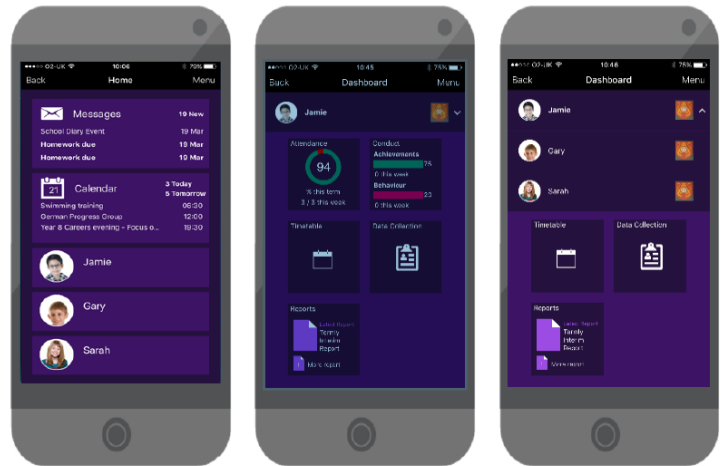
School Details - Displays the school address and logo, a parent can tap on:

- the phone number to call the school
- the email address to email
- the URL to open the school website

Messages - System generated notifications are shown.

Calendar - Populated with term dates, training days and the issue dates for pupil reports.

My Children - Displaying the children and links to their individual dashboard. A parent can move between children via the drop down. If the children are from multiple schools, the school logo will be displayed next to the child's photo and name.

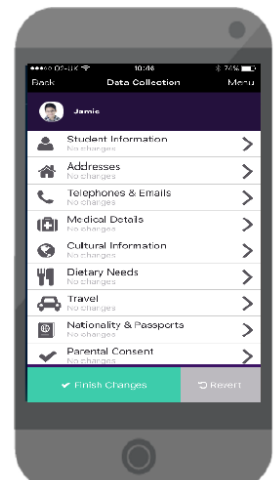
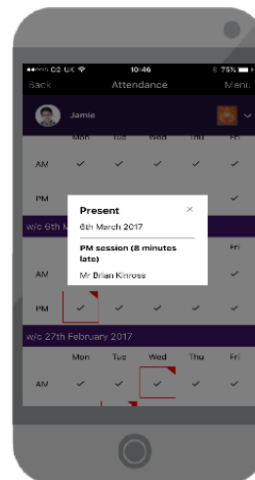


Timetable - Gives a quick and simple drill through to the child's timetable. If your child is absent from school, you can see the lessons they will have missed.

Reports - Termly curriculum summaries and pupil reports will be published and made available for the parent to download and view at their convenience.

Attendance - Displays AM & PM % attendance for the term. A parent can see Lates or missed lessons. Lates are shown with a red box and an unexplained absence is shown by a red block.

Data Collection - Allows a parent who lives with the pupil to simply and easily request an amendment to any information for their child or themselves. The amendment request is written back to the school administrator to approve before making the change permanent. This helps reduce administration costs at school and saves on the cost of printing and posting data collection forms. Parents can also give their permission for various Parental Consents required by the school.





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How Do I Register?

- You will receive an invitation email from **noreply@sims.co.uk** containing a unique registration code to activate your Parent App Account. The link is valid for 14 days so it is important that you set up your account as soon as possible. **If you do not receive a registration email, please check your SPAM/JUNK folder before contacting the school.**
- Parents can register by either creating a new account for **SIMS ID** or by using an existing third-party account for **Microsoft, Office 365, Google, Facebook, Twitter or Apple ID**. **Please follow the instructions below once you have made up your mind which to use.**

To Create An Account Using SIMS ID:

- Click on the **Accept Invitation** button in the invitation email.
- The **Activate Your Account** screen is displayed. The **Invitation Code** field will be filled in automatically. Enter your email address into the **Username** field and click **Next**.
- At the Account Registration screen, enter the date of birth of your child in the format dd/mm/yyyy and click **Next**.
- Create a Strong Password following the advice on screen, confirm and then click **Next**. Remember this password as you will need it when logging into SIMS Parent.
- Account Registration message will be shown, at this point your account is created.
- We advise you to validate your account – you will receive an email from SIMS ID (check your spam folder) to validate your account. Click the **Verify My Email** button in the email.
- A message will show that your email address has been validated - click the **Sign In** button on the screen.
- Register your account for SIMS Products – enter your newly created username (email address) and password, then click the **Sign in** button.
- The first time you use your SIMS ID account, you will be prompted to Set Security Questions. Make a note of these as they will be needed if you change/forget your password in the future. **Save and Continue** to launch SIMS Parent.
- After this process has been successfully completed you can log out and download the SIMS Parent (Capita) from Google Play Store for android devices or from the iOS Apple App Store for iOS phones or iPads.
- The app is meant for portable devices but if you want to access via a computer you can go through your browser at <https://www.sims-parent.co.uk>
- When logging back into SIMS Parent make sure you select the **SIMS ID** icon before entering your log on details.

To Create An Account Using An Existing Third-Party Provider:

- Click on the **Accept Invitation** button in the invitation email.
- The **Activate Your Account** screen is displayed. The **Invitation Code** field will be filled in automatically. Click **Register with an External Account**.
- Do not enter any details here - **click the third-party button of your choice** i.e. **Apple ID, Facebook, Google, Microsoft or Twitter**.
- Enter your details to Sign into your third-party account.
- Click the **Yes** button to grant SIMS ID permission to access your information.
- The Registration screen appears showing the email address and third-party provider. If the Invitation Code is not already displayed, locate your invitation email, copy and paste the code into the **Invitation Code** field.
- Click **Register**.
- Enter the date of birth of your child when prompted – **dd/mm/yyyy** and click **Verify**.
- Your account will now be set up and ready for use.
- After this process has been successfully completed you can log out and download the SIMS Parent (Capita) from Google Play Store for android devices or from the iOS Apple App Store for iOS phones or iPads.
- The app is meant for portable devices but if you want to access via a computer you can go through your browser at <https://www.sims-parent.co.uk>
- When logging back into SIMS Parent make sure you select the appropriate third-party icon (**Apple ID, Facebook, Google, Microsoft or Twitter**) before entering your log on details.



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Submitting Data Collection – For parents living at the same address as the pupil

After logging on to SIMS Parent please check and submit the Data Collection return for your daughter(s). The Parental Consent section requires authorisation for Medications, Publishing Photo/Video, Visits and Food Technology. This data will continue to be used so please make sure it is updated regularly. The school will contact you annually to remind you to check the data and submit the changes required.

1. Select **Data Collection**
2. Select **Parental Consent**
3. You will be presented with tick boxes or slider buttons for each consent – **Tick or Turn on** the individual options that you wish to give your consent for.
4. Go to the bottom of the page and click on **SAVE**.
5. Click on **Finish changes** – you will see a message to indicate the changes are pending.
6. Finally **Submit** the changes. The Data Collection area will be locked until the changes have been approved.
7. You can follow the same procedure to check and amend the other areas of the Data Collection for example: Addresses, Telephone & Emails and Medical Details etc.
8. The amendments you make will be written back to the school administrator who will check and approve them before making the change permanent. You will receive a message when the changes have been approved and the Data Collection area will be available again for you to make further changes.

Meaning of Parental Consents:

GDST Pupil Health Assessment	In accordance with the School Nurse’s professional obligations, medical information about pupils, regardless of their age, will remain confidential in most circumstances. However, it may be necessary to share medical information on a strictly need-to-know basis in order to protect the pupil’s vital interests, e.g. with a member of the Senior Management Team at the school, other healthcare professionals, or the parent concerned. As far as possible, the pupil will be informed of such circumstances if they arise. I acknowledge the above policy on confidentiality. I also agree that the information on this form shall be held by the school/School Nurse as my child’s school Medical Record and that relevant information may be passed to staff to inform them of any medical condition that may affect my child during the school day, to enable them to act in the best interests of my child.
GDST Educational Visit	I agree that my child may attend and participate in all low risk educational visits, day trips and off-site sporting activities organised by the school.
GDST EV Medical Treatment	I authorise members of staff to approve such medical treatment during educational visits, day trips and off-site sporting activities organised by the school for my child as is deemed necessary in an emergency. While I understand that the school will use all reasonable endeavours to contact me, I agree to my child receiving medical treatment, including anaesthetic, as considered necessary by the medical authorities present. I understand that the school will not be responsible for any costs not covered by insurance.



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NORTHAMPTON
HIGH SCHOOL

GDST

GIRLS' DAY SCHOOL TRUST

GDST Photo & Video	I consent* to my / my child's image and first name being used as outlined in the 'use of communications channels' document. *Where your child is over 13 years old, please discuss this with them.
GDST Biometric Adult	Please ignore - Not currently required at Northampton High School
GDST Biometric Child	Please ignore - Not currently required at Northampton High School
GDST Code of Conduct	I agree with the Code of Conduct Policy
Sport Fixture consent	I consent to my child attending and participating in sporting fixtures organised by the school.
Food Technology Consent	I consent to my child taking part in Food Technology lessons and activities.
Can Give Antihist Cream-Anthisam	I consent to my child being administered Antihistamine Cream (Anthisam) if required in School.
Can Give Elastoplast	I consent to my child being administered Elastoplast if required in School.
Can Give Hypoallergenic Plasters	I consent to my child being administered Hypoallergenic Plasters if required in School.
Can Give Ibuprofen	I consent to my child being administered Ibuprofen if required in School.
Can Give Oral Antihist-Cetirizine	I consent to my child being administered Oral Antihistamine (Cetirizine) if required in School.
Can Give Paracetamol	I consent to my child being administered Paracetamol if required in School.
Can Give Throat Lozenge-Strepsil	I consent to my child being administered a Throat Lozenge (Strepsil) if required in School.
Up To Date with Immunisations	My child is up to date with immunisations.
EYFS App	Nursery and Reception Only - I confirm that my daughter's information can be used to set up their profile on the Tapestry App.
Intimate Care	Nursery and Reception Only - I consent to staff providing intimate care for my child.
Swimming	I consent to my child's participation in swimming activities. I believe that the information provided above is correct and will notify the course organiser of any changes as soon as possible. I agree to my child receiving medication as instructed and to any emergency dental, medical or surgical treatment as considered necessary by the medical authorities present. I understand the extent and limitations of the insurance cover provided.



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Why Can't I Register?

1. If you registered with SIMS ID make sure you select the SIMS ID icon before entering your details.
2. If you registered with a third-party account make sure you select the correct icon before entering your details e.g. **Apple ID, Facebook, Google, Microsoft or Twitter.**
3. Check that you are not already logged into a third-party account when you try to register. If you are already logged in, please log out of any accounts and try again.
4. If you have forgotten your third-party password, please contact your third-party account provider, e.g. Apple ID, Facebook, Google, Microsoft or Twitter and request a new password.
5. If you have forgotten which account you used to log on with please contact Northampton High School to request details and a new temporary password on 01604 765765 or via nhsadmin@nhs.gdst.net. After receiving the temporary password the system will ask you to reset to one of your own choice – it is important to remember the new password for future use.
6. If you get a message 'The code you have entered is not recognised' – this usually means you are not using the correct Invitation Code, check your email to ensure you are using the most recent one sent to you by the school.
7. If the registration email from noreply@sims.co.uk has expired, please contact Northampton High School to request a new invitation on 01604 765765 or via nhsadmin@nhs.gdst.net.
8. The system will automatically log a user out after 90 days for security reasons. Please log back in using your email address and password.