



1<sup>st</sup> February 2019

Dear parents/carers

**Re: SIMS lite parent app**

As mentioned in the recent newsletter, we will be changing the way you are able to access, review and request changes to the data we hold on you and your child. This will take effect from the week beginning 25<sup>th</sup> February.

From this date, we will be using an app called SIMS Parent. This app:

- allows us to collect the most up-to-date data about you and your child, to comply with the GDPR requirement for accuracy of data
- is available on iOS and Android, providing a convenient and accessible way for you to electronically review and request changes to the data held on you and your children
- uses an existing email account to login
- enables you to provide additional information on crucial details such as medical information or dietary requirements, using the text information function, ensuring that personal information not previously held in SIMS is collected.

Once you send any changes through on the app, they will go to a holding area for us to upload to the central SIMS system. This will be done once a week so if you have any urgent information, could you please call the school and notify us so that we can change it on the system immediately?

It is vital that you provide us with a valid email address so that we can send you an activation code for you use to create your account. Could you please complete the slip below and return it to school **no later than Friday 8<sup>th</sup> February.**

Yours faithfully

Mrs J Band  
Principal

**SIMS lite parent app**

Child's name: .....

Contact 1 name and email: .....

Contact 2 name and email: .....