

At TEACH Poole we use SIMS parent app to record your child's data and emergency contact details

Details of how to register for this app can be found overleaf

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.

If there is a change to parental responsibility due to a court order or it is deleted, the parent app will not allow the changes to be made without the appropriate documentation being provided to the school to evidence this. 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. Where contact details of a non-resident parent are altered, please note that we are required to check that the new details are correct.

For safeguarding purposes, we require the details of at least two additional emergency contacts in case we are unable to contact those that hold parental responsibility. SIMS parent app allows you to add and remove emergency contacts and enables you to express the order of priority in which we contact them. For additional contacts, please ensure that you have sought and gained the permission of the individual to share their contact details with us. Also, please remove any contacts that are no longer applicable.

CONTACT INFORMATION

Name details Please check that these are recorded correctly

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 selected first, followed by the other contacts. Where your order of priority deviates from this, please note that we may contact you to clarify the order you have selected.

MEDICAL DETAILS

Please enter anything you deem relevant to help us care as well as we can for your child in school. Apart from the more obvious serious conditions, notification of any allergies your child may have. It is important that we have as much detail as possible regarding any medical conditions that may affect a pupil. Our medical administration officers will be in touch should we need to have a care plan for your child.

MEDICAL PRACTICES

Medical practices are listed alphabetically. The current registered practice is listed at the top of the screen and is displayed with a tick. Should you need to change the practice, untick the "Registered Practice" at the top and then select the correct one from the list. In the unlikely event that we do not hold the details of your child's medical practice, please contact the school directly and we will add the medical practice to the system.

MEDICAL CONDITIONS

Medical conditions are listed alphabetically. Any medical conditions recorded for your child will be indicated by a tick in the box on the right. If you cannot find the applicable medical condition in the list, then you can record details via a text box at the end of the list.

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.

This must be completed even if there are no changes.

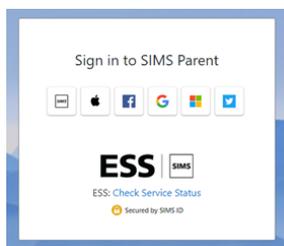


Once submitted, any changes will be reviewed and then actioned as necessary; please note that this can take a few days, and you will be unable to submit further changes in the meantime. If we require further information from you, then we will contact you.



SIMS PARENT APP

- ◆ Click the link within the email invitation. A new browser window will open.



- ◆ On the Sign-in to SIMS Parent page select the appropriate platform you wish to use
(Please note - It must be the same platform as previously used to log in)
- ◆ Click Next or Continue.
- ◆ Enter the associated password with this email address and click Next or Continue.
- ◆ Enter the Invitation code supplied by the school, the Date of Birth of your child, and click Register to download the App
- ◆ The SIMS Parent app can be downloaded free from the Apple Store or the Play Store

Note: Before you can use the app, you will need to have completed the registration process above for SIMS Parent

USING THE APP

Open the Play Store or Apple Store on your device. Using the Search facility, enter SIMS Parent. Select SIMS Parent by Capita Plc from the search results.

Tap READ MORE for more information or INSTALL to download the app.

Once the app has downloaded successfully, tap Open to register and start using the app.

UPDATING INFORMATION VIA THE APP

STUDENT INFORMATION

Please ensure all information relating to your child is correct.

LEGAL NAME

Please ensure that the name displayed is exactly as shown on the birth/adoption certificate or any subsequent deed poll if applicable. Please note that the legal name of a student cannot be amended via SIMS Parent; this can only be edited by the school. If the name is recorded incorrectly or the name has been changed, please contact the school providing all necessary supporting documentation.

ADDRESSES

There may be one or two addresses listed in this section. All pupils have a “home” address; pupils who spend time in two alternative homes will have a “home” and a “second home” address. 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.

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. Additional addresses may include a temporary residence elsewhere (for example while the main home is being renovated or parents/carers are away) or where the student resides with both parents for different days of the week. If an additional address is submitted, the school will contact you to clarify the circumstances.