



Registered Address: Canford Heath Infant School, Learoyd Road, Poole, BH17 8PJ  
Telephone: 01202 380015 Email: [contact@teachpoole.com](mailto:contact@teachpoole.com)  
Company Number: 09484306

4<sup>th</sup> October 2023

Dear Parent / Carer

### **Data collection – SIMS Parent APP**

Every year it is a safeguarding and statutory requirement for schools to carry out a data collection exercise. We need to ensure that addresses and contact details for any persons who hold parental responsibility are up to date, contact details of emergency contacts for your child are up to date, and the record of any medical needs or conditions your child may have are accurate.

To enable this, we are asking parents to complete a data collection review via SIMS Parent App. SIMS Parent App is an online portal that will provide you with quick and easy access to update your child's personal data.

If you are new to the school, you will have recently received an invitation to use the SIMS Parent app, this can be downloaded free, from the Apple Store or the Play Store. You can also use the Parent App through a web page using the link: <https://www.sims-parent.co.uk>. If you have not received your invite, please contact the school office.

If you are not new to the school and have used this app previously, a nudge notification will be sent to you asking you to review your data collection. Even if your details have not changed, please log on and confirm that the information we hold is correct.

While we are asking you to check the data we hold at this time, please do be aware that this process can be completed at any time to notify us of changes to contact details or new medical conditions. Once you access SIMS Parent App, please check and update your details accordingly by **Friday 20th October**.

With this letter, some guidance notes have been provided, which we hope you will find very helpful. However, we understand - as with all new processes and systems - it is not always possible to capture absolutely everything from the onset, therefore, if you do have any questions regarding the data collection exercise, or problems with the SIMS parent service, please do not hesitate to contact the school office, who will gladly provide the assistance you require.

Yours faithfully

Mrs Sara Easton  
Trust Admin Manager  
Teach Trust Poole



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