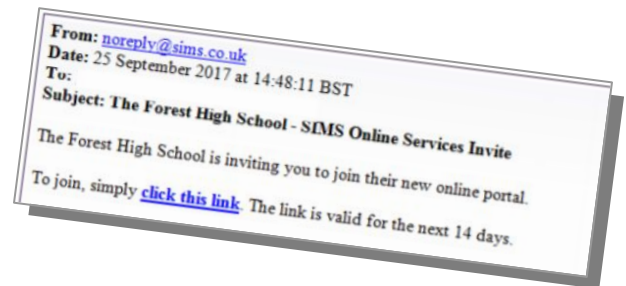


# GETTING STARTED WITH THE SIMS PARENT APP

1

We will send you an activation email from [noreply@sims.co.uk](mailto:noreply@sims.co.uk). Please check your spam/junk mailbox if the email does not appear in your inbox. Simply click on the link from your tablet, PC or smartphone and follow the activation process to create your account. You can login using your username & password for your normal Facebook, Twitter, Google, Microsoft or office 365 accounts.

**Please note that your activation email is unique to you and should not be used by anyone else. Your activation email will expire after 14 days if it is not used, please contact us if you require a replacement after this date.**



2

Download the SIMS Parent App for iOS or Android. The links to each of the download stores are on the school homepage.

3

When you open the app, select whichever method you used when clicking on the link from step one.

This will add your account to your phone so you can see the information on your child.

**Staff in school cannot reset your password - this must be done with Twitter, Facebook, Microsoft or Google as it links with your personal accounts. We cannot see any information on your social networking profiles.**

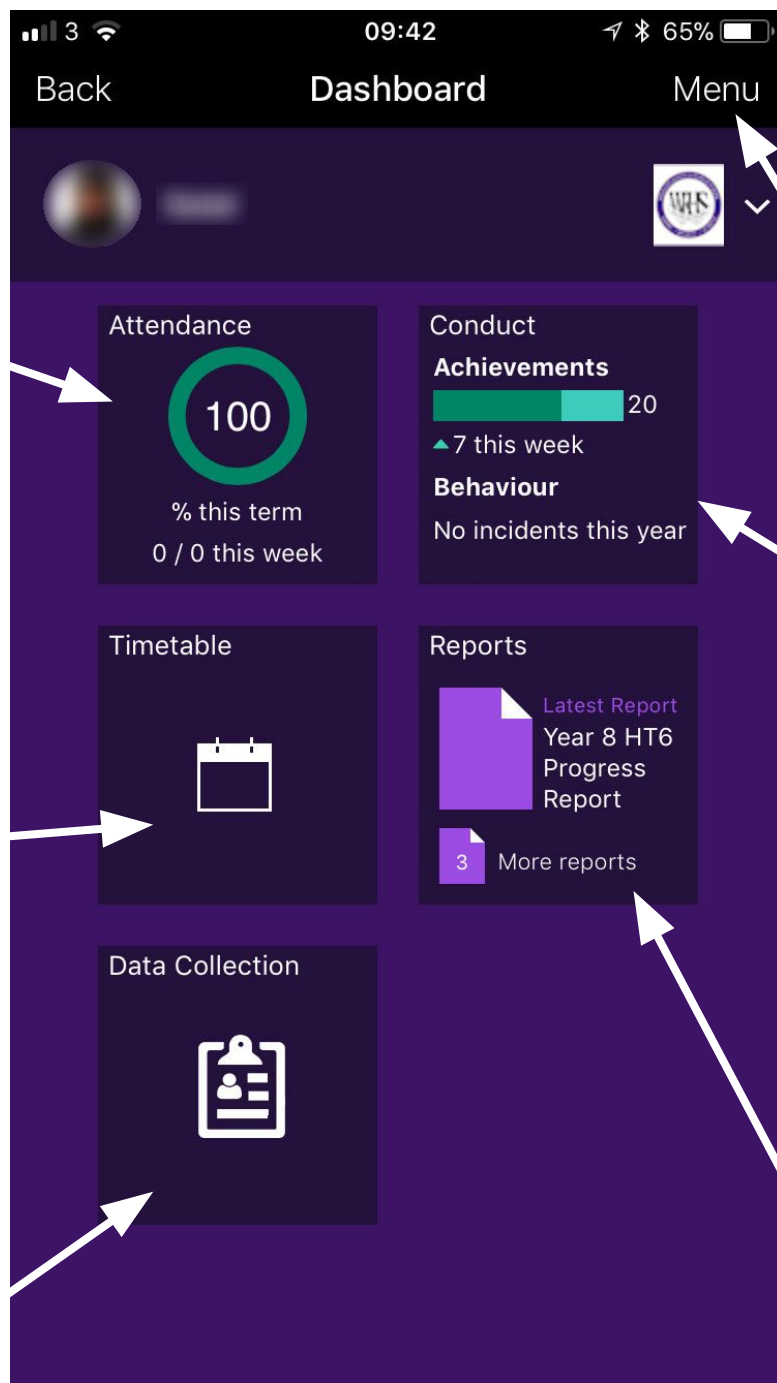


# GETTING STARTED WITH THE SIMS PARENT APP

Every day, pupil attendance is updated. You will receive a summary notification each Friday showing attendance for that week. Tap on this for an in-depth day-by-day view of attendance.

Your child's timetable is available to view. It will tell you the teacher's name, the subject and highlights which lesson they are currently in.

If you have moved house, changed phone number or need to update any consent details, use the data collection tab to do this in the app. When we accept the change, you will receive a notification confirming the update.



Tap on the 'Menu' button to view information for different children, or view the messages that have been sent to you. Calendar items can also be seen from the menu.

When your child has an achievement point or behaviour point, you will see the details by tapping on this panel. Each day, you will get a push notification with the details for instance, 'Missed Homework' or 'Outstanding AToL'.

Copies of reports that have been sent home will be able to download to your device or view as part of the app.