

SIMS Parent App, Belfast Boys' Model School

Dear Parent/Guardian,

We have a convenient new way of sharing information with you about your child's school life. Soon you will be able to access our new parent app. The information that you receive through the app will help you to stay up-to-date with your son's daily school life as well as helping you to support your son's development and progress. You can access the system from a smartphone, tablet or PC, anytime, anywhere.

What will you find in the SIMS Parent App?

- Important information such as attendance, behaviour, achievement, timetable, data collection, school calendar
- In the **future** – Assessment, your child's school report, homework



This document explains how to activate your SIMS Parent account and access the system. It also contains a frequently asked questions section at the end which you may find useful. If you have any queries regarding SIMS Parent, please contact the school by sending an email to kmcdowell950@bbms.belfast.ni.sch.uk

Instructions

1. **Email Invite** - An email will be sent inviting you to become a SIMS Parent App user. You will receive a registration email from noreply@sims.co.uk containing a unique invitation code. You don't need to make a copy of the code as it will be entered for you.

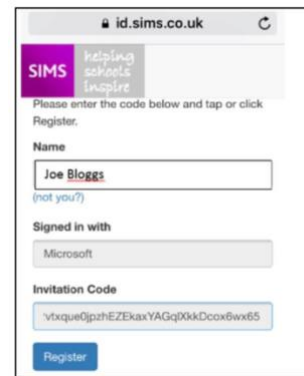
If you have not yet received a registration email, *please check your SPAM or JUNK folder. If you still have not received an email you have not provided the school with a correct email address.* Please email the school office and provide them with a working email address. - kmcdowell950@bbms.belfast.ni.sch.uk

2. **AUP** - Belfast Boys' Model SIMs Parent App Acceptable Use Policy is available on the school website. Once you have read the AUP, please click on the link in the automated invite email to activate your SIMS Parent account. By clicking on the link you are agreeing to the AUP.
3. **Click on the Link** - Open the email and click the link as instructed. A new Internet browser window will open and you will be asked to sign in.
4. **Email Account/Facebook/Twitter** - Select an account that you already have to register with. Currently, only the options below are available to use to register:


Option	Used with
	Hotmail, Outlook, Live
	Office 365, C2K
	Gmail, Google Mail
	Any Facebook account
	Any Twitter account

Belfast Boys' Model School does not see or have any access to the account you use.

5. **Activate your Account** - Having entered the username and password for the chosen account (email/Facebook/Twitter), you will see the SIMS Registration Form – this should autocomplete, with your name, chosen sign in account and Invitation Code. **Select REGISTER.**



6. You will then be asked for the date of birth of one of your children at the school, in the form DD/MM/YYYY (e.g. 07/09/1977). You may be asked other information to confirm your identity.



7. After you have clicked **verify**, your account should be set up. Sometimes the screen freezes on the loading page. If this happens, try logging into the App to check your verification went through.
8. **Download** - You can download the app from the Google Play or Apple App store by searching for SIMS Parent.
9. **Logging into SIMS Parent for the first time** - Once you have downloaded SIMS Parent, you will be asked to sign in using your chosen log-in account details. Once you have registered, you can also use www.sims-parent.co.uk from any web browser.
10. Once logged into the App, you will see a screen with options for Attendance, Timetable, Conduct and Data Collection. From the homepage you can select which of your children you would like to see details for.

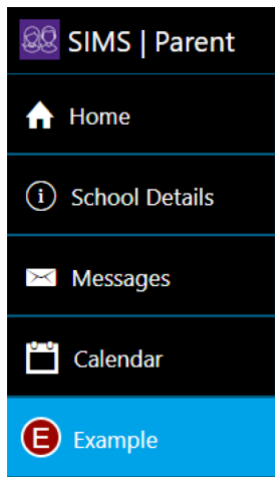
Please note:

- Your account allows you to access each of your children at Belfast Boys' Model School.
- When you complete this process you will need to use the same Third Party provider/method of logging in to SIMS Parent in future.
- As you use a Third Party account to access SIMS Parent, the school are unable to help you with your username and password. However, if you are unable to access your account entirely, please contact the school and we will assist you.
- Your activation email which you receive from noreply@sims.co.uk is unique to you and should not be used by anyone else. If you require an additional login then please contact the school to request the additional account.
- The link in your activation email will expire after 14 days if it is not used, please contact the school if you require a further activation email, if your previous one has expired.

Sharing your password

Your username and password should never be disclosed to anyone. Passwords and usernames should never be shared except between those with parental responsibility.

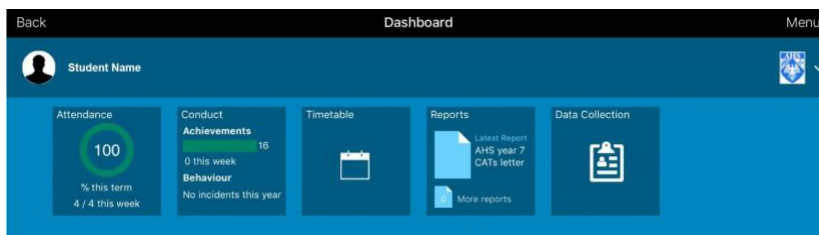
SIMS Parent menu



When you are on any page of the website/app the menu will display to the side. This allows you to quickly access other pages of the App.

Individual student details page

When you click on an individual child on the home page this will take you to a summary page of the information available. The menu allows you to switch between your children, if you have more than one child at the school.



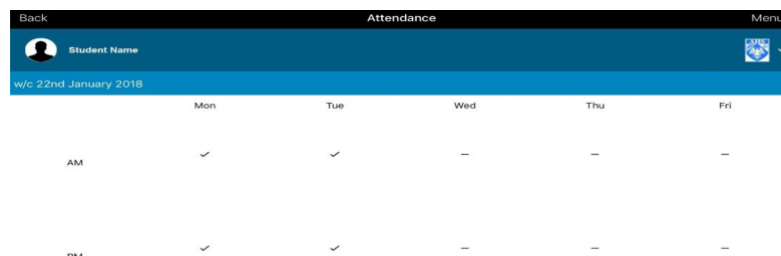
Information provided:

- Attendance
- Conduct – achievements & behaviour
- Timetable
- Data Collection
- Assessment (future)
- Reports (future)

Attendance

In school we operate an electronic registration system. Your child's attendance is calculated using the session marks for AM (period 1) and PM roll call. A year to date percentage attendance e.g. 97.4% is then calculated based on the number of sessions attended out of a possible number of sessions the school has been open.

On SIMS Parent, you are able to click on the attendance button for your child to view their attendance. This shows in a diary format to show by AM and PM whether they were in school for each week.



Attendance						
	Mon	Tue	Wed	Thu	Fri	
AM	✓	✓	—	—	—	
PM	✓	✓	—	—	—	

If you scroll down you can see the past weeks attendance as well as the current week.

The attendance is displayed as:

Attended (tick)

This will be recorded for all students who register as present in their first period lesson and after lunch.

Absence (cross)

If the school does not receive a reason for absence, it will be recorded as unauthorised.

Conduct

This section provides you with the achievement and behaviour of your child. These are shown in a diary format with green entries being achievements and red entries being behaviour incidents.



Data Collection

The data collection sheet allows you to update the school with any change in details of your child and their contacts. For example, if you change address, you can complete the form to notify the school.

To use the data collection sheet, you will need to click on the data collection widget on your child's individual page. At the end of the process you will be required to review the changes and submit to the school for us to process your changes.

Please review the information within the data collection sheet to ensure that our records are up to date.

How to use the data collection sheet

1. Please click on each of the sections that you can provide changes for.
2. Please review the information stored within our system and edit this as required.
3. When you make a change, please click on the save button for each section. This will show pending changes under the section that you have requested changes.
4. Click on finish changes when you have finished reviewing the information.
5. Click on submit changes.

A vertical form titled 'Data Collection Sheet'. It has sections for 'Student Information' (No changes), 'Addresses' (No changes), 'Telephones & Emails' (No changes), 'Medical Details' (No changes), and 'Cultural Information' (No changes). Below these is a 'Contacts' section with 'Example Parent' (No changes). At the bottom are two buttons: 'Confirm No Changes' (green) and 'Revert' (grey).

This will alert the school office that there are changes submitted for your child. It will also lock down the data collection sheet widget to show as 'review pending'. Once the school has approved the changes this will update the information within our system and will also allow you to access the data collection sheet. If you have more than one child at the school, please review each of your children and submit any changes for each child, if applicable.

Privacy policy from Capita/SIMS Parent

The privacy policy from Capita is available from the menu in SIMS Parent app and the bottom corner on the SIMS Parent website.

Sign out

To log out of SIMS Parent, parents should click the **Sign Out** button at the top right-hand side of the page and click the **Yes** button to confirm.

IMPORTANT NOTE: For security purposes: If you are using a shared computer or device, you must also log out of your third party account in the usual way after you have logged out of SIMS Parent.

Frequently Asked Questions (FAQs)

I have forgotten my password, what can I do?

As the details you will use to log in to SIMS Parent are your own personal email address, you will need to access your email provider's website and click on the forgotten password link. We therefore are unable to assist you with your forgotten login details.

What if I have changed my email address or other contact details?

If any of your contact details have changed, please use the data collection sheet on SIMS Parent to update these. Alternatively, you can let us know by emailing kmcdowell950@bbms.belfast.ni.sch.uk

What if we require more than one account?

We anticipate that most families will use a single login, but in circumstances where more than one parent/carers has the right to access data, 2 separate email addresses must be provided – one for each parent/carers.

What if I have more than one child at the school? Will I need an account for each child?

If you have more than one child at the school, you will only require **one login** which will allow you to access each of your children's records.

If you have a child join the school after you have received your login details, your child will appear on your existing SIMS Parent account.

What happens when my child leaves the school?

When your child leaves the school, whether this is in Year 12 or at another point in their secondary education, they will no longer appear on your SIMS Parent account. If you have only one child at the school, your account will be disabled. We therefore encourage parents/carers to save any reports or other information they would like to keep, before the account is disabled or the child is removed from the account.

Does it matter if I use the website or the app?

Which method you use to access SIMS Parent is entirely up to you. Both the website and the app contain the information. The only difference is the layout may differ slightly. The advantage of using the app is that you will receive notifications.

Who do I contact if I am having problems with my account?

Please contact the school by emailing kmcdowell950@bbms.belfast.ni.sch.uk. Please allow up to 7 working days to receive a response. Please note, this account is not monitored during the school holidays.

What happens if I have no access to a computer/internet?

Please contact the school to discuss this with us.