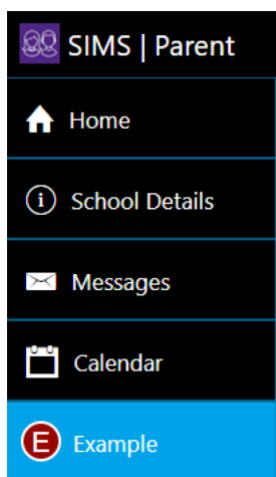


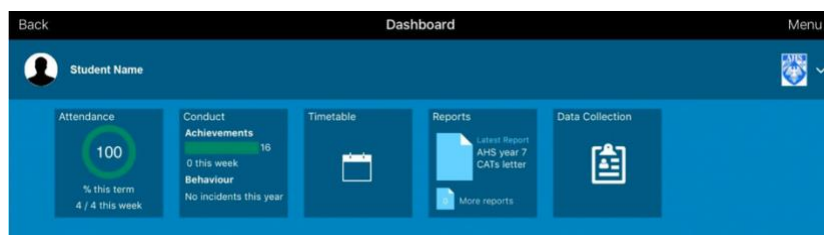
SIMS Parent menu



When you are on any page of the website/app the menu will display to the side. This allows to you 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.

	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

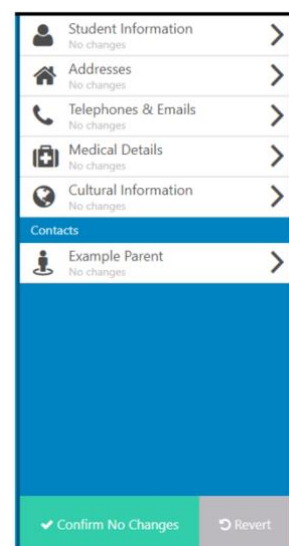
The data collection sheet allows you to update the school with any change in details of your child and their contacts. For example, if you change address, you can complete the form to notify the school.

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.



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.