

## **SIMS** Parent - Data Collection

Once you have signed into the **SIMS Parent App** or **SIMS Parent** website (http://sims-parent.co.uk), you will be able to see your child or children. Tap on each child to go through to the options available, in this case **Data Collection Sheet**. (Other features shown in the example below, Attendance, Conduct, and Timetable etc.)

Tap (or click if you are using a computer/laptop) on the **Data Collection Sheet** to view the data which your school has requested you to add/update. Please note that they may vary from the example below.

1	2	3	4	5
arii TESCO 46 12:27 # 90% Back Dashboard Menu	HITESCO 40 12:27 \$ 90%	INITESCO 40 12:28 \$ 90% Back Data Collection Menu	HITESCO 4G 12:33 # 89% Back Contacts Menu	Intersection 46 12:33 # 89% (Contact Information Menu
🛞 Samantha 🔛 🗸 🗸	🙆 Samantha	🙆 Samantha	Jayne Acton	Title Mrs •
Attendance Conduct	Student Information	U Dietary Needs	Contact Information	Forename Jayne
	Addresses	Nationality & Passports	Addresses >	Middle Name
	C Telephones & Emails >	A Travel	C Telephones & Emails	Sumame
Timetable Data Collection	Medical Details	Parental Consent No changes		Gender
	Cultural Information	Contacts		Female *
	Dietary Needs >	Jayne Acton		Mother *
	Nationality & Passports	Robert Acton		Parental Responsibility
	Ho charges	+ Add Contact		Priority
	Parental Consent No changes			
	✓ Confirm No Changes ◯ Revert	Confirm No Changes O Revert	Back to Student Delete	Save

- 1. Pupils Dashboard > Tap on Data Collection
- 2. Data Collection List > Tap on each item to review the information held
- Contacts > Tap on each contact to review the information held / Tap + Add Contact if you want to add a new contact
- Contact details > This is where you can update your own or other contacts who are linked to the child.
- 5. Contact Information > This is the detailed view of the contact information.

## **IMPORTANT NOTE:**

The first **Telephone & Emails** section you are able to see, underneath your child's name are the child contact details, **not your contact details**. We **do not** require this information.



If you wish to amend the emergency contacts, including your own, scroll down the page, and you will see a **Contacts** section.



If, once you have reviewed the data, there are no changes, please ensure that you tap/click the **Confirm No Changes** button.



If you have made any changes, please make sure you tap/click the **Save** button to ensure the changes are submitted back to the school.

Once the school has reviewed your changes, you will receive a message, within the SIMS Parent App Messages section to confirm that they have been approved.

If you have any questions or would like more information on registering with SIMS Online please email **support@hurlinghamschool.co.uk**