

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
#ITESCO 46 12:27 # 90% Back Dashboard Menu	Back Data Collection Menu	will TESCO 4G 12:28 \$ 90% ■) Back Data Collection Menu	ITESCO 4G 12:33 # 89% ■) Back Contacts Menu	uni TESCO 4G 12:33 ★ 89% ■) Back Contact Information Menu
🔞 Samantha 🔛	Samantha	Samantha	🛓 Jayne Acton	Title Mrs.
Attendance Conduct	Student Information	U Dietary Needs	Contact Information	Forename Jayne
- 14. I	Addresses	Nationality & Passports	Addresses >	Middle Name
	C Telephones & Emails >	Travel	C Telephones & Emails	Sumame
Timetable Data Collection	Hedical Details	Parental Consent		Acton Gender
	Cultural Information No changes	Contacts		Female
	Dietary Needs >	Jayne Acton >		Relationship Mather
	Nationality & Passports	Robert Acton Acton		Parental Responsibility
	Ho changes	+ Add Contact		Priority
	Parental Consent			
	Confirm No Changes O Revert	✓ Confirm No Changes ⊃ 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**