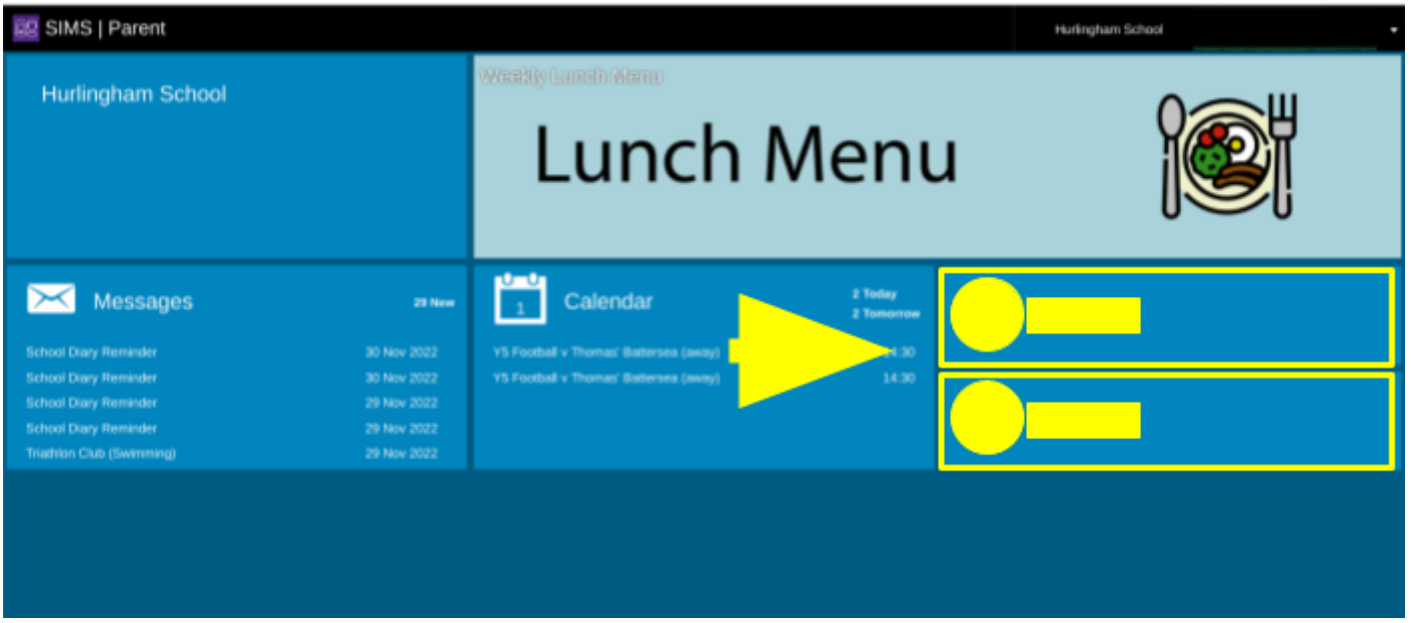
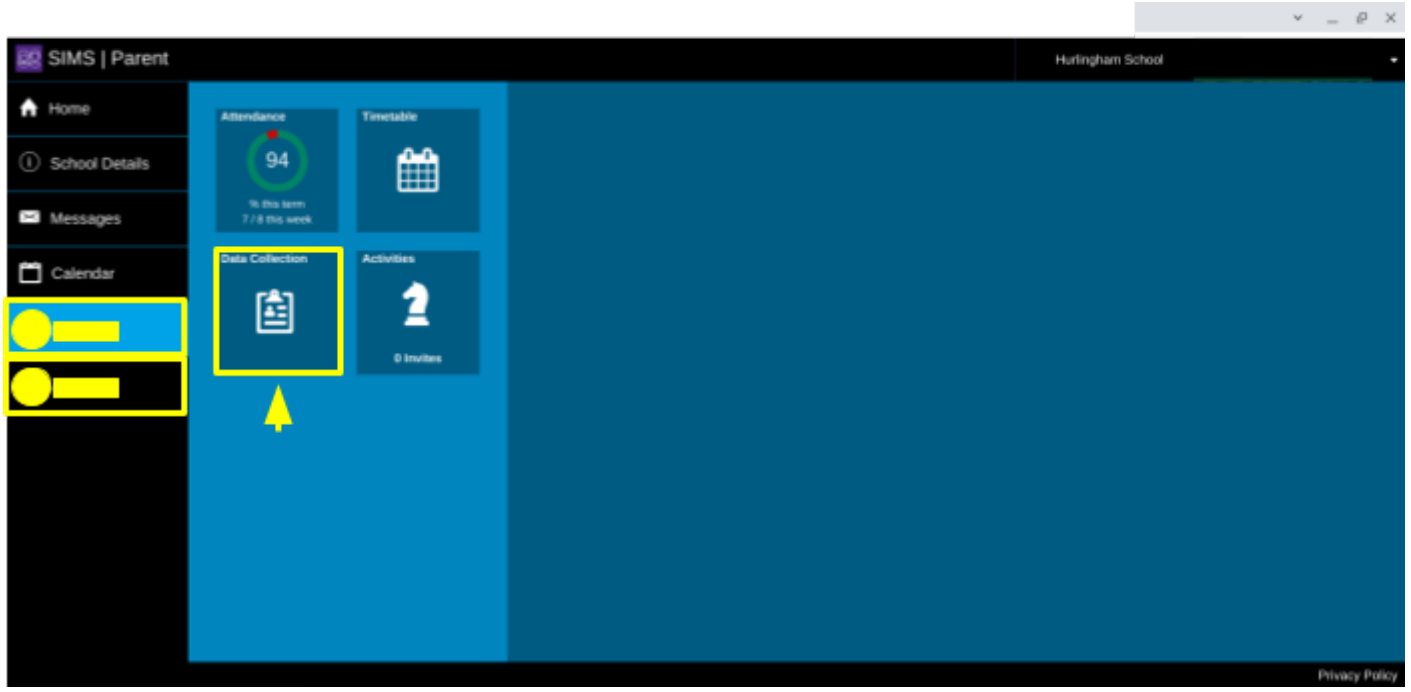
Completing a Data Collection Sheet using the SIMS Parent service

Go to the SIMS parent website – www.sims-parent.co.uk – and log in.

Click on the tile for your child.

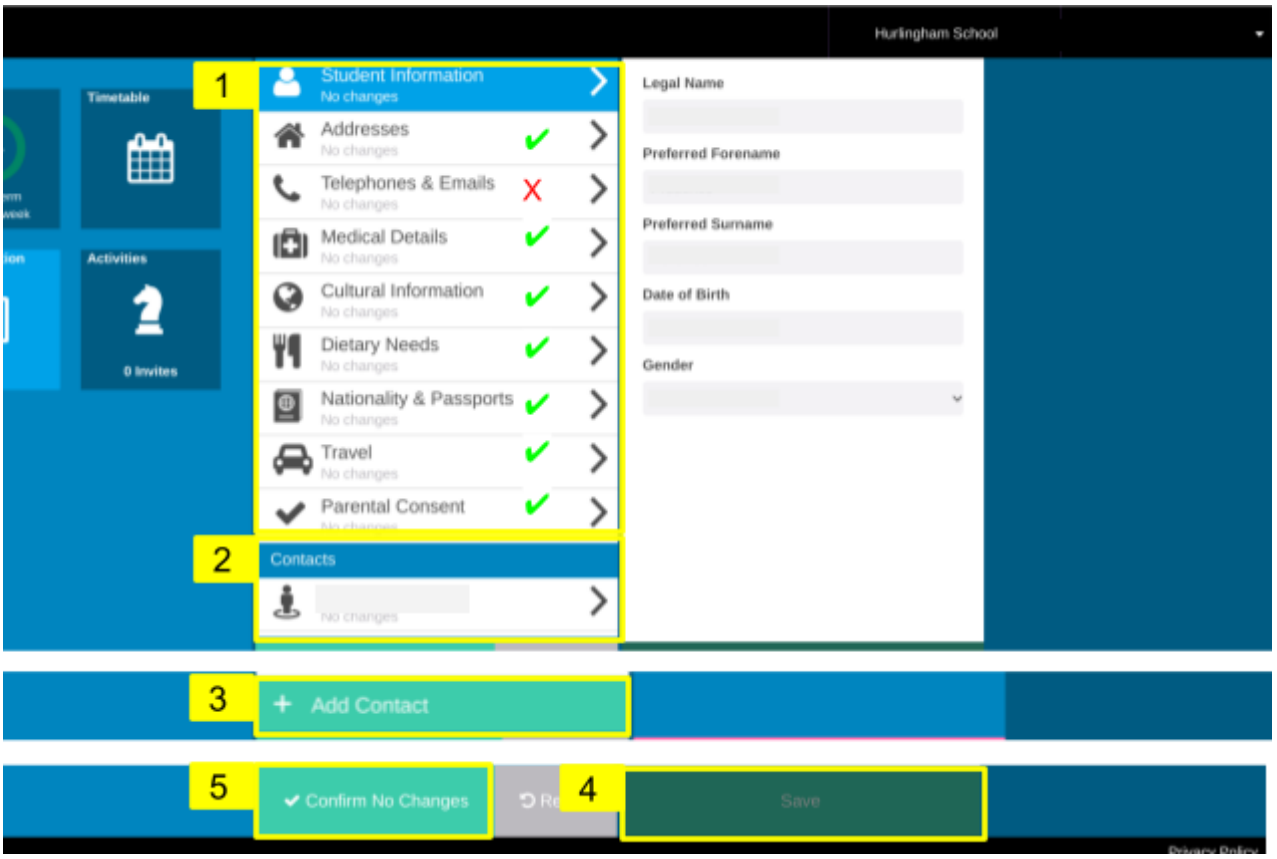


Select the data collection tile.

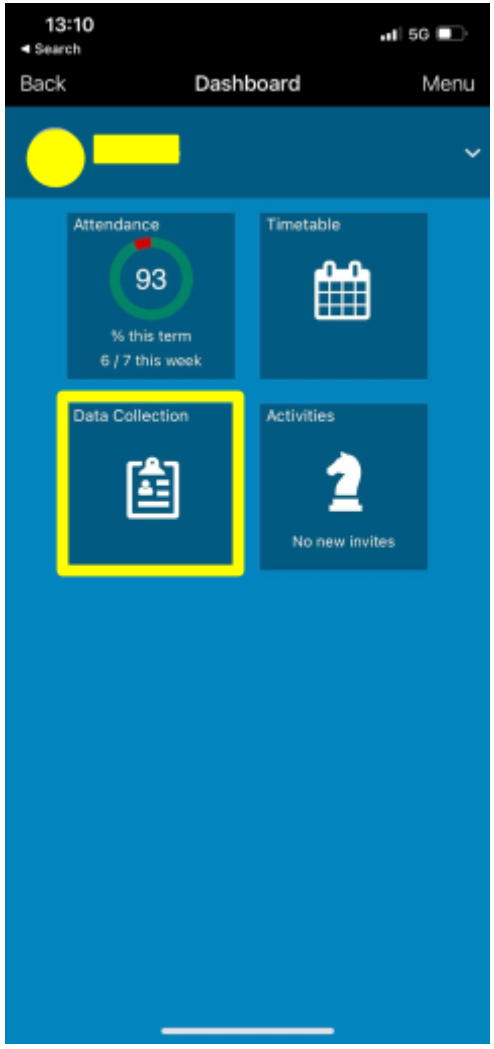
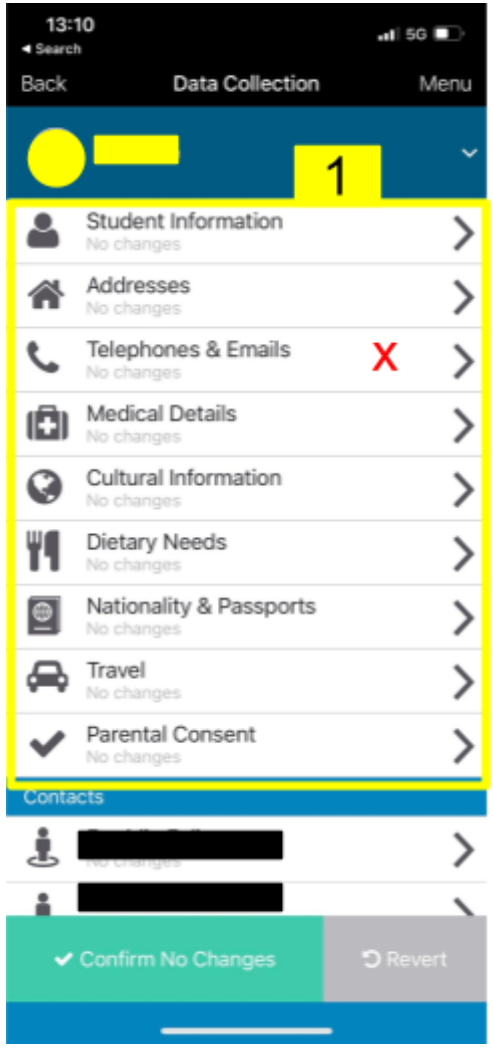
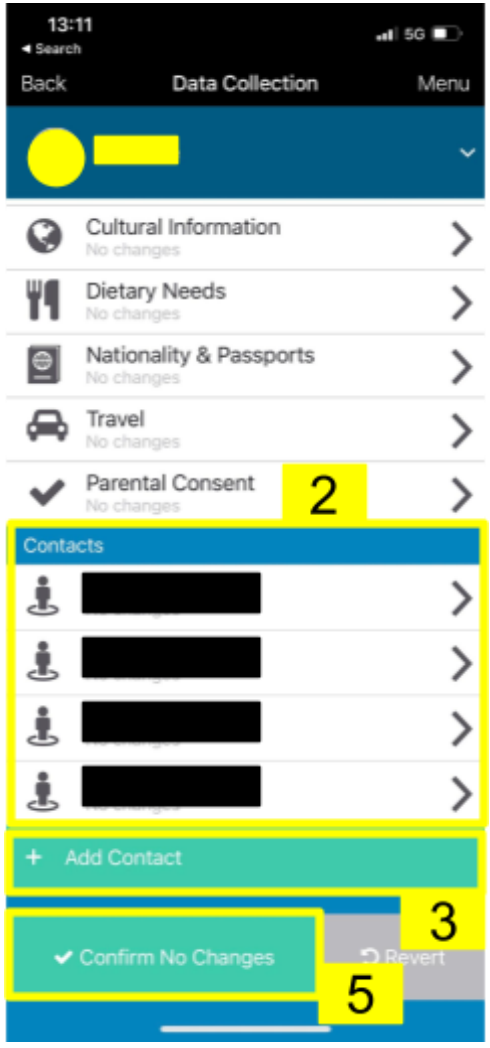


Review each section on the data collection screen and check that the details are recorded correctly. If you change any details, you must click on the save button at the bottom of the screen before moving to another section.

1. **Student details section** – please check each section carefully. We do not collect private email addresses or telephone numbers for students.
2. **Contact details section** – all of the contacts that we have for your child are listed here. Please review all of the details for each contact. Contacts can be deleted by selecting them and then clicking on the delete button that appears. We only require addresses for those contacts who hold Parental Responsibility.
3. **To add a new contact**, click this button.
4. If you change any details, the **Save button** will become active; you must click this before leaving that section.
5. When you have completed checking all of the sections, you must click on the "**Confirm no changes**" button. If you have made any changes, the button will change to say "**Finish Changes**".



Alternatively the process using the SIMS Parent smartphone app is very similar.

Click on the tile for your child.	Select the data collection tile.	Review each section and Save	Click on Confirm no changes or Finish Changes
			

Student Details

STUDENT INFORMATION	
Legal Name	Please ensure that the name displayed is exactly as shown on the birth/adoption certificate or any subsequent deed poll if applicable. **Please note that the legal name of a student cannot be amended via SIMS Parent; this can only be edited by the school. If the name is recorded incorrectly or the name has been changed, please contact the school in writing, with the necessary supporting documentation.**
Preferred Name	If you would like your child to be known by a different name in school, for example, some students prefer to use an abbreviated forename or be known by their middle name, this should be made clear in the **Preferred Name** box. Please ensure that if you do change this, you have discussed it with your child as teachers will begin to use this name.
ADDRESSES	
There may be one or two addresses listed in this section. All pupils have a "home" address; pupils who spend time in two alternative homes will have a "home" and a "second home" address. Please check the house name (if applicable), number and the postcode of any address listed.	
Amend a current address	To amend an address, click on it and correct the details as required.
To move address	Click on the "Add or Move Address" button on the right-hand side. Select the address type that you are replacing and enter the address details.
To record an additional address	Click on the "Add or Move Address" button on the right-hand side. Select the address type that you are adding and enter the address details. Please note that if the address type is already in use, the address currently on file will be replaced.
TELEPHONES & EMAILS	
We do not collect private email addresses or telephone numbers for students, please ignore this section.	
MEDICAL DETAILS	
Please enter anything you deem relevant to help us care as well as we can for your child in school. Apart from the more obvious serious conditions, notification of any allergies your child may have. It is important that we have as much detail as possible regarding any medical conditions that may affect a student and it is extremely helpful to have copies of any medical letters or documentation regarding a student's medical condition. These should be sent to your child's Head of Year.	
Medical Practices	Medical practices are listed alphabetically. The current registered practice is listed at the top of the screen and is displayed with a tick. Should you need to change the practice, untick the "Registered Practice" at the top and then select the correct one from the list. Unfortunately, the list is quite long and you will need to scroll through to find the correct one. In the unlikely event that we do not hold the details of your child's medical practice, please contact the school directly and we will add the medical practice to the system.
Medical Conditions	Medical conditions are listed alphabetically. Any medical conditions recorded for your child will be indicated by a tick in the box on the right. If you cannot find the applicable medical condition in the list, then you can record details via a text box at the end of the list.

Disabilities	We do not record disabilities using this feature of SIMS. Should you submit a disability, we will take note of it, but we will not accept the change so it will not show should you check the details at a later date. Unfortunately, this section is displayed intrinsically within the medical details section and currently cannot be removed independently.
CULTURAL INFORMATION	
This information is important as it allows us to carry out our annual census which is required by each local authority.	
DIETARY NEEDS	
Selected items are indicated with a tick in the box to the right. Please enter anything you deem relevant to help us care as well as we can for your child in school. It is not necessary to detail any dietary preferences here, only dietary restrictions.	
NATIONALITY & PASSPORTS	
Please provide us with your child's nationality.	
TRAVEL	
It is helpful for us to know the mode of transport used for getting to school.	
PARENTAL CONSENT	
Please tick all the categories that you would like to provide consent for. Leaving a tick box blank means you do not provide consent.	

Contacts

General Guidance	
We are legally required to record the details of any person with parental responsibility (PR) for a child. PR is recorded against contacts according to the guidance we receive from the Department for Education at the point a child is admitted to the school, based upon any relevant legal documentation provided to us, such as birth certificates, adoption certificates and court orders. Where a contact who is recorded as having PR has this rescinded via SIMS Parent or is deleted by a parent via SIMS Parent, this change will not be accepted unless appropriate documentation is provided to the school to evidence the change. Where PR is added to an existing or new contact submitted by a parent, this will also not be accepted unless we receive appropriate documentary evidence. Where contact details of a non-resident parent are altered, please note that we are required to check that the new details are correct. We also ask for the details of at least two additional emergency contacts in case we are unable to contact those that hold parental responsibility. You can express the order of priority in which we call contacts. For additional contacts, please ensure that you have sought and gained the permission of the individual to share their contact details with us. We do not require addresses or email addresses for additional contacts. Also, please remove any contacts that are no longer applicable.	
CONTACT INFORMATION	
Name details	Please check that these are recorded correctly.
Priority	This enables you to specify the order in which you would like us to call contacts where we need to get hold of someone. Normally, those with parental responsibility should be selected first, followed by the other contacts. Where your order of priority deviates from this, please note

	that we may contact you to clarify the order you have selected.
ADDRESSES	
Please check the house name (if applicable), number and the postcode of any address listed.	
Amend a current address	To amend an address, click on it and correct the details as required.
To move address	Click on the "Add or Move Address" button on the right hand side. Select the address type that you are replacing and enter the address details.
To record an additional address	Click on the "Add or Move Address" button on the right hand side. Select the address type that you are adding and enter the address details. Please note that if the address type is already in use, the address currently on file will be replaced. Additional addresses may include a temporary residence elsewhere (for example while the main home is being renovated or parents/carers are away) or where the student resides with both parents for different days of the week. If an additional address is submitted, the school will contact you to clarify the circumstances.
TELEPHONES & EMAILS	
Telephones	Please provide us with at least one telephone number per contact. Where more than one number is given for a contact, we ask that you select which one has priority using the tick box "Is Primary". This will be the number that we dial first.
Emails	We do not require email addresses for contacts who do not hold PR. More than one email address can be recorded; where more than one email address is given, we ask that you select which one has priority using the tick box "Is Primary". Any email address you supply must not be shared with anyone else and must be accessible only by the contact listed (non-personal email addresses, for example, *sales@org.co.uk* will not be recorded); this is for data protection reasons and compliance with GDPR.

Once you have checked all of the details, you will need to submit the data collection. You do this by clicking on either one of the buttons displayed at the bottom.

Once submitted, any changes will be reviewed and then actioned as necessary; please note that this can take a few days, and you will be unable to submit further changes in the meantime. If we require further information from you, then we will contact you.