

Robert Bloomfield Academy



The advertisement features a purple background. On the left, the SIMS logo is displayed with the tagline 'helping schools inspire'. Below this, text states 'The new SIMS Parent APP enables you to access real time information:' followed by a bulleted list of features: Achievement, Homework, Attendance, Update Data Information, and Access School Diary. In the center, a hand holds a smartphone showing a 'DASHBOARD' for 'Charlie Green Abbey School'. The dashboard includes an 'Attendance' card showing '98%' and an 'Assessment' card with a line graph. On the right, there are two black buttons: 'GET IT ON Google Play' and 'Download on the App Store'.

PARENT BOOKLET

An essential part of our work together involves forming a strong partnership between students, home and school so that we can best support your child. A key aspect of this partnership is regular communication. We are using SIMS Parent, which is an online system, accessed either as a website via a link on the school website or a free downloaded app, as our method of communicating key information to you. This booklet explains how to activate your SIMS Parent account, access the system and how to access the key information. It also contains a frequently asked questions section at the end of the booklet which you may find useful. SIMS is compliant with our GDPR policy regarding the use and secure administration of student data.

Getting Started

Step 1 – Invite email

Once you have agreed to the AUP, you will receive an automated email which is your invite to join SIMS Parent. This contains a link which you will need to click in order to activate your account.

The email address noreply@sims.co.uk is used to send the automated emails. Please add noreply@sims.co.uk to your address book to ensure that emails are not sent to your junk folder.

You will no longer have separate login details for the system and instead will use your own email address to access the system. When you initially set up your account you will register for your SIMS Parent account using your own email address and email password.

Step 2 – Acceptable Use Procedure (AUP)

In order for parents/carers to use the SIMS Parent, they are required to agree to the SIMS Parent acceptable use procedure. A copy of the AUP is emailed to you when you register for SIMS Parent.

By clicking on the link in the invite email, you are therefore agreeing to the AUP by activating your account.

A copy of the AUP is also available on the school website under the parents section.

Step 3 – Agreeing to the AUP, clicking on the link

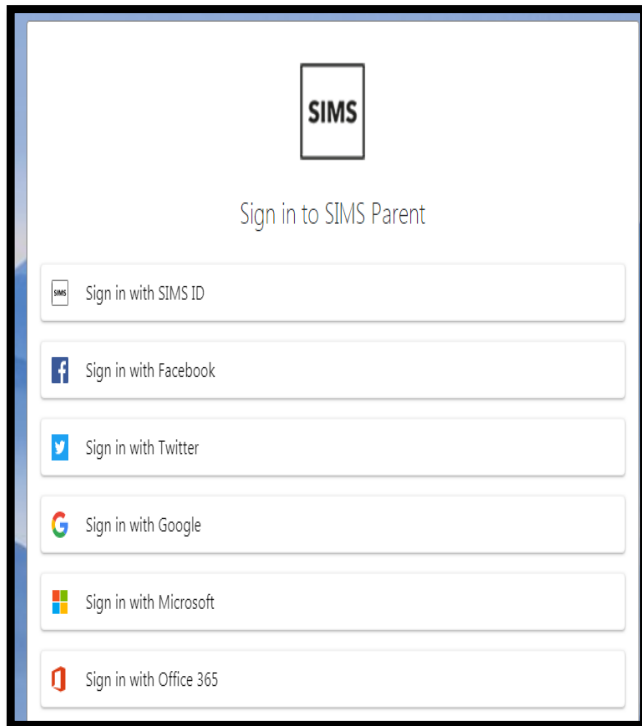
You will receive an invite email from noreply@sims.co.uk which contains an invitation link attached a unique invitation code. This unique code is also included in the email. This is a series of numbers and letters which have been attached to your account in order to allow you to activate your account.

Once you have received the email from the SIMS Parent team, please check your inbox and junk/spam folder for this email.

Help!

SIMS have created online tutorials to support the following steps. Please click this link to access this resource.
<http://simspublications.com/355799/assets/tutpaparentregistration.mp4>

Steps 4 & 5 – Activating your account



Sign in to SIMS Parent

Sign in with SIMS ID

Sign in with Facebook

Sign in with Twitter

Sign in with Google

Sign in with Microsoft

Sign in with Office 365

To register for SIMS Parent you will need one of the following accounts:

Microsoft, Office 365, Google, Facebook, Twitter.

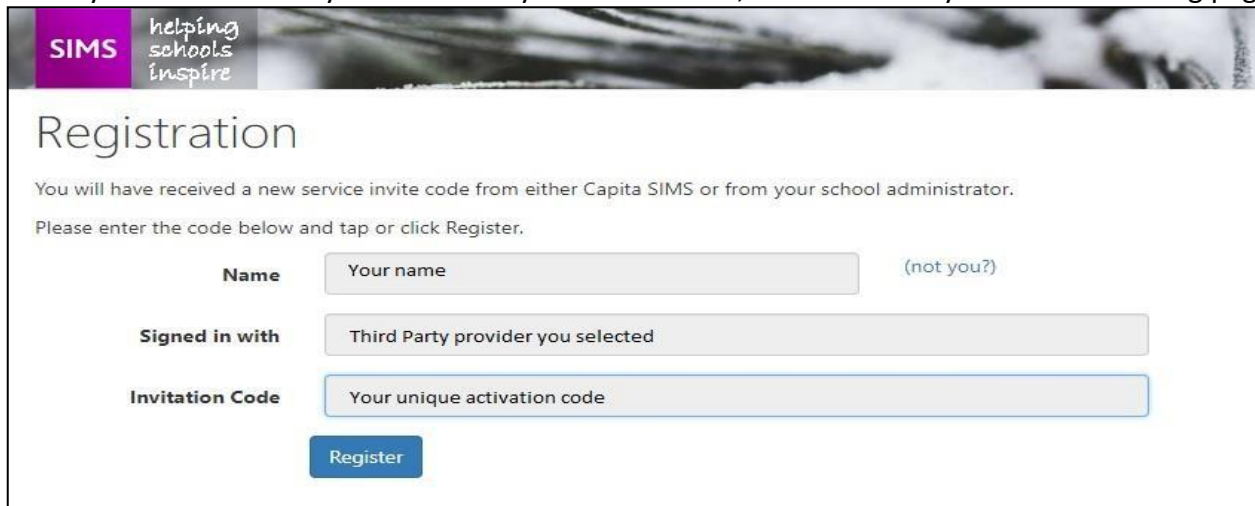
Please click on the link in the email which will direct you to the Sign in page.

Please click on one of the options which is your preferred method to log in to SIMS Parent in future. (Please do not select SIMS ID)

This will direct you to a different log in screen relevant to the Third Party account that you have selected. Once the new screen is displayed, please enter your existing account details for this provider.

You may need to click on a permission button to allow your SIMS Parent account to attach to your Third Party account.

Once you have entered your Third Party account details, this will direct you to the following page:



SIMS helping schools inspire

Registration

You will have received a new service invite code from either Capita SIMS or from your school administrator.
Please enter the code below and tap or click Register.

Name [\(not you?\)](#)

Signed in with

Invitation Code

Register

- Please check that your details are correct.
- Click on Register.
- This will ask you a security question e.g. the date of birth of one of your children at the school? This needs to be in the following format **dd/mm/yyyy**
- Enter one of your children's date of birth e.g 01/12/2000
- Click on Verify

This will check the system to ensure that this matches our records within our Management Information System. You have now activated your account and will be able to log in to SIMS Parent for the first time.

Step 6 – logging in to SIMS Parent for the first time

Please log in to your account using your third party log in details to ensure that you are able to access your account.

You will then be able to log in to SIMS Parent via the website and/or app in future using the Third Party account details you have entered.

Please note:

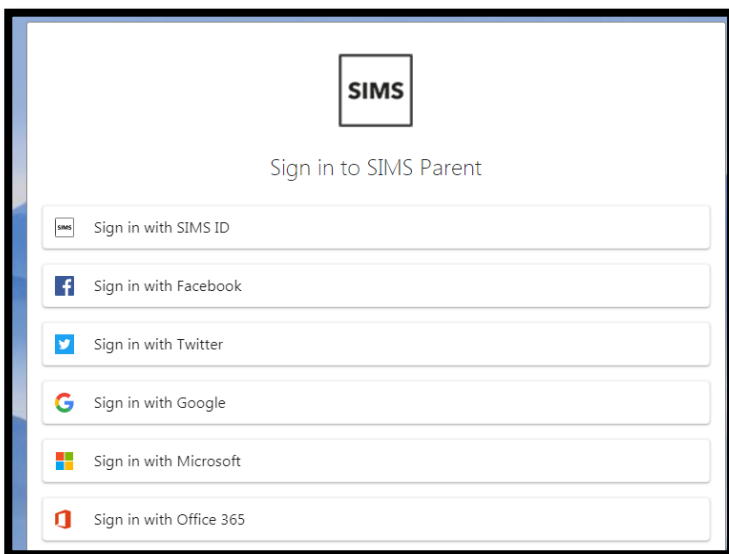
- ❖ Your account allows you to access each of your children at Robert Bloomfield Academy
- ❖ When you complete this process you will need to use the same Third Party provider / method of logging in to SIMS Parent in future.
- ❖ Your activation email which you receive from noreply@sims.co.uk is unique to you and should not be used by anyone else.
- ❖ 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 user names should never be shared except between those with parenting responsibility.

Accessing SIMS Parent (website)

To access SIMS Parent, please go <https://www.sims-parent.co.uk>

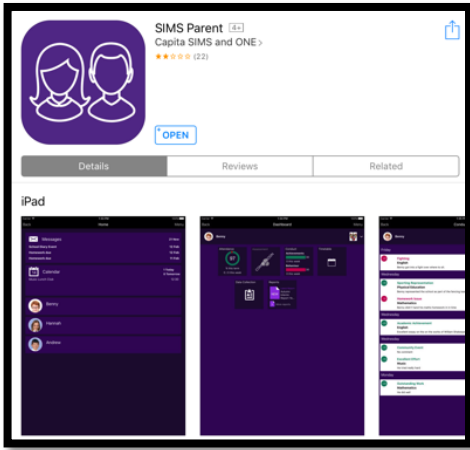


Click on the icon for the relevant Third Party account that you registered with.

A new window will open.

Enter your third party account details. This will take you to the SIMS Parent home page.

To download the SIMS Parent App



The SIMS Parent app can be downloaded for free from either the Apple app store or the Google Play store on your smartphone or tablet device (details on supported devices are included below).

On the app store, search for SIMS Parent and download the app which will install the app on your device.

Once installed this will display as one of your available apps.

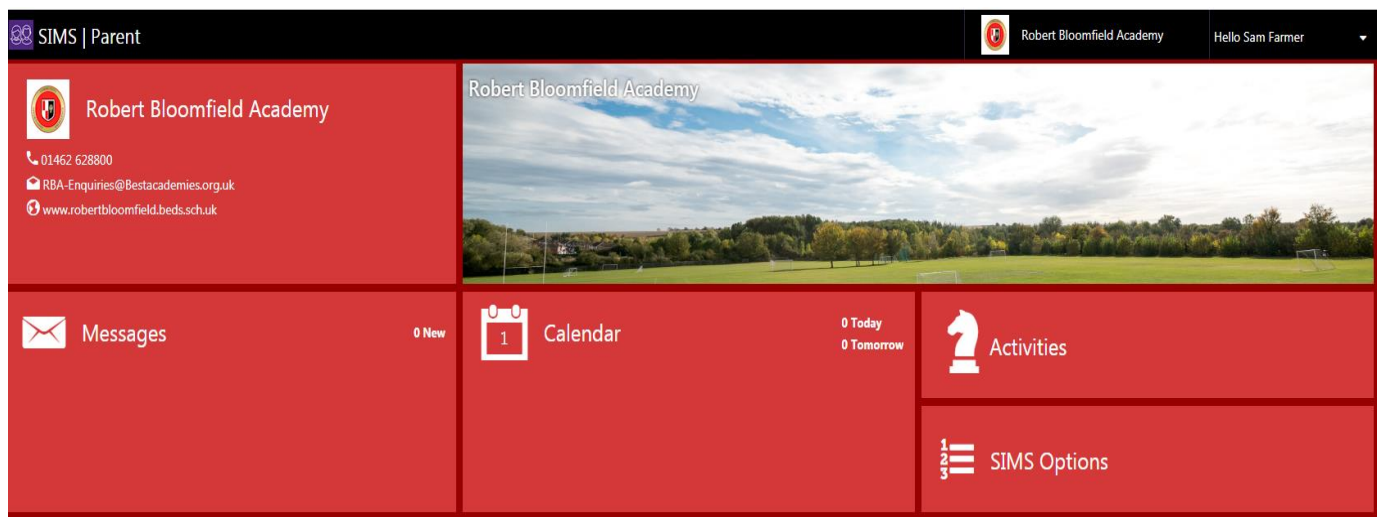
To access the app for the first time

1. Click on the icon for SIMS Parent
2. This will ask you if you have received an invitation from the school and whether you have completed registration (activated your account).
3. Please click on Yes, Sign in.
4. Click on the option for the Third Party account which you activated your account with.
5. This will redirect to the Third Party log in screen.
6. Enter your Third Party account details.



Notifications / Messages

The SIMS Parent app will provide you with notifications / messages periodically with updates regarding your child or children. This will show if there are any new messages and also list any previous messages.



The SIMS Parent home page provides you with the following widgets:



School contact details

Provides you with the contact details of the school. If you click on the email address this will open a new email to the school in your default email client

Messages

Provides you with any messages/notifications from the school regarding attendance, conduct reports and other messages.

Calendar

Shows term dates, week numbers and key events at the school including parents' evenings.

Child/children

If you click on your child's name this will provide you with more information regarding the selected child.

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 website.

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.

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 (period 5) 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. If you scroll down you can see the past weeks attendance as well as the current week.

Attended (tick)

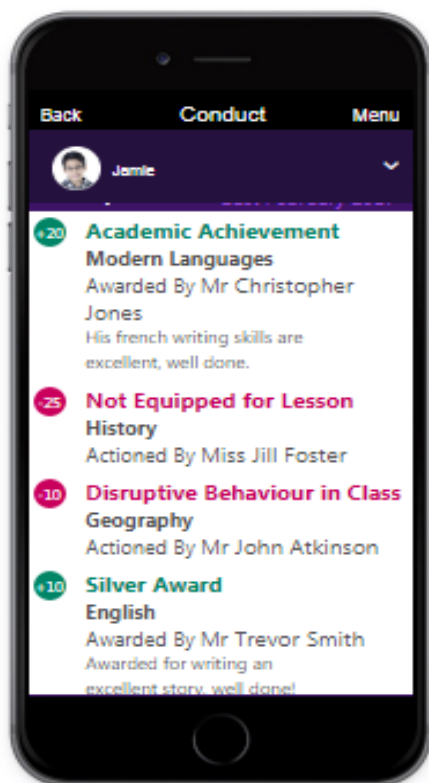
This will be recorded for all students who register as present in their first period lesson and their fourth period lesson after lunch.

Absence (cross)

If the school does not receive a reason for absence or response to Truancy call (automated absence call/text), the absence will be recorded as unauthorised.



Conduct



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

Incidents in school which require a consultation with families will be actioned by the Head of Year or Form Tutor as previously managed. You will always be notified of a larger incident.

This site will contain all conduct data, including low level infractions. You will be able to access the time, lesson period and teacher reporting.

Timetable

Your child's timetable shows in a diary format and shows your child's timetable for the next two weeks. Changes to timetables take 24 hours to be updated via the server – this however is a rarity and not something we expect to occur often. Please note, we now use a two week timetable. Weeks are divided into Week 1 and Week 2. Lesson date codes are expressed as: Week:Day:Period

- 1Mon1 → Week 1, Monday, period 1
- 2Tue2 → Week 2, Tuesday, period 2

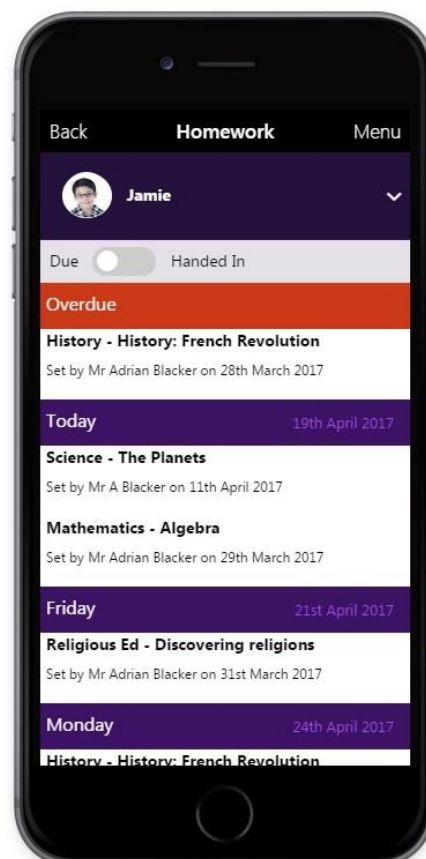
Homework is now recorded for all year groups on Sims.

You will be able to access the homework notifications for each child through this section of the app or website.

You will see the lesson, teacher and due date. Students will have access to this information through the Sims Student app and website log in information – similar to this procedure.

Homework is a push notification which is set out to all devices at 3:30 each day.

Overdue homework is noted at the top of the list in red.

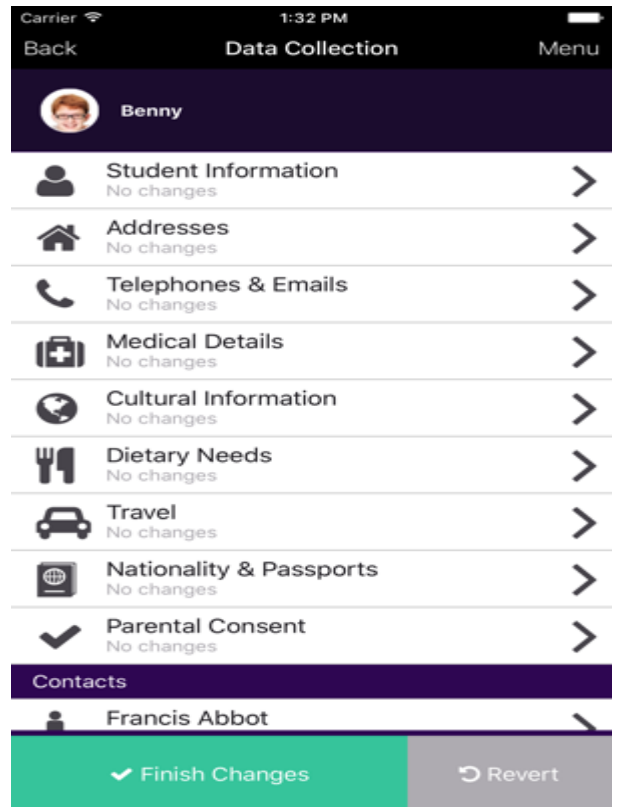


Data Collection

The data collection sheet allows you to update the school with any change in details for your child and their contacts.

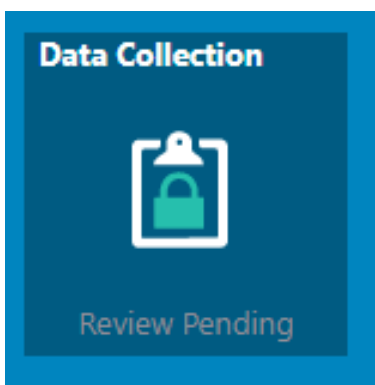
For example, if you change address, you can complete the form to notify the school. To use the data collection sheet, you will need to click on the data collection widget on your child's individual page. At the end of the process you will be required to review the changes and submit to the school for us to process your changes. Please review the information within the data collection sheet to ensure that our records are up to date.

The data collection sheet does not provide you with information regarding all of the contacts within our system. It is therefore vital that you ensure that all of your child's and their contacts details are kept 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.

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.