



10<sup>th</sup> January 2019

Dear Parent/Carer,

We are in the process of launching a new parent app and website to enable us to share important information about your child with you. This will eventually replace the current "Warlingham Portal". You will be able to access the system from a smartphone, tablet or PC – anytime, anywhere.

As part of the initial launch you will have access to important information such as;

- Daily attendance
- Behaviour
- Achievement
- Contact details, so we always have the most up to date information in case of emergency.

Once the initial launch has been released to all parents, we will be looking at ways to enhance the service for you in a phased approach. You will be notified of each update as they occur.

The information that you receive as part of this service will enable you to keep up to date with your child's school life as well as support your child's development and progress.

If you have more than one child at Warlingham School, you will be able to access information about them all from the same app.

To gain access to this service you must meet the following criteria;

- Be assigned the role of Parent on SIMS (the school database).
- The Parental Responsibility check box must be selected in your record in SIMS.
- You must be a Priority 1 or 2 contact
- You must live at the same address as the student

To get you started, you will receive an activation email from [noreply@sims.co.uk](mailto:noreply@sims.co.uk), containing instructions on how to sign up to the service. Essentially, you simply click on the link within the email to activate your account. You are then able to login using your usual Facebook, Twitter, Google or Microsoft username and password. We have also produced a help guide to support you through this process, which is attached to this email or can alternatively be located on the school website at <http://www.warlinghamschool.co.uk/163/need-help>.

If you want to use this service via a PC you should login online at [www.sims-parent.co.uk](http://www.sims-parent.co.uk).

If you want to use this service via a smartphone you must first download the app from the Google Play or Apple App store – search for **SIMS Parent**.

Please note that your activation email is unique to you and should not be used by anyone else. Your activation email will expire after 14 days if it is not used. We would be very grateful if you could ensure you have signed up to this service prior to this, to enable you to meet your obligation to ensure we have the most up to date contact information for your child.

If you experience any difficulties, please email [info@warlinghamschool.co.uk](mailto:info@warlinghamschool.co.uk) stating FAO Mr Cubitt/Data Management.

Regards

Mr Glover

Assistant Headteacher – Data, Reporting and ICT.

Headteacher: Mr N Bradwell BA (Hons) NPQH

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