



Parent App @ Warlingham School

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Purpose

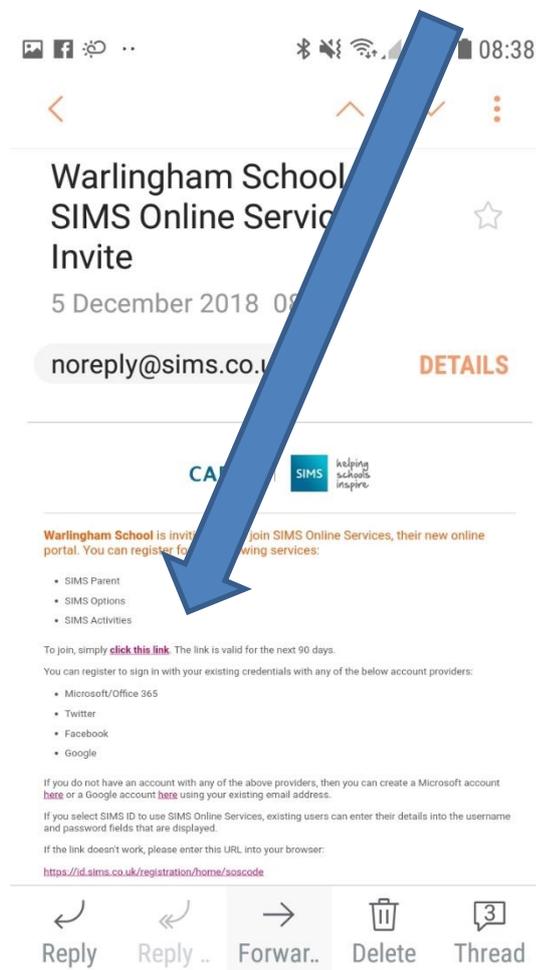
The purpose of this document is to support parents when signing up to the Parent App from both a PC and smartphone.

This service will be utilised as a method for the school;

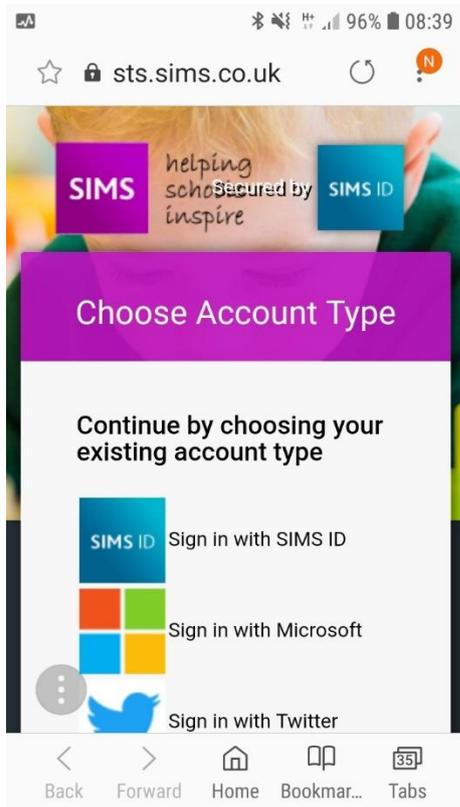
- To keep parents up to date with information about their child
- And for parents to keep the school up to date with contact information about their child.

Initial Set up Guidance

- An activation email will be sent to you, inviting you to **'click on this link'** to activate your account.



- The link will take you to the screen below, where you select your chosen method of access from the list available.



We would recommend using the Google, Facebook or Twitter sign-ins.

If you do not have any of these, please go to google and set up an email account, this will then provide the necessary credentials.

- Once selected you will be invited to register with the service using the screen below. Your activation code will automatically transfer from the original email. All you need to do at this stage is enter your name and press register

Registration

You will have received an invite code from either Capita SIMS for a new service or from your school administrator if you are being invited to join a school service.

Please enter the code below and tap or click Register.

Name

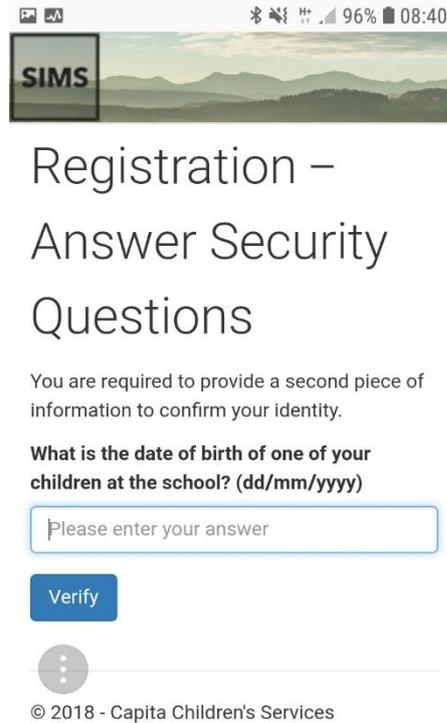
(not you?)

Signed in with

Invitation Code

Register

- For addition security you will be asked to supply the date of birth for your child.



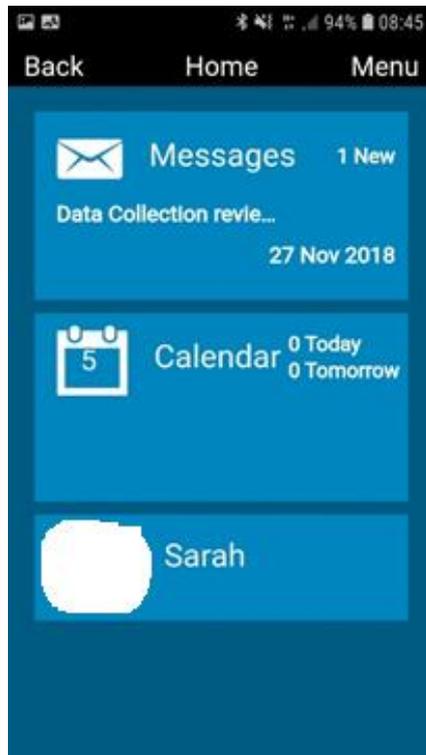
- You will now be registered to use the service.



- You can now login to the service at www.sims-parent.co.uk from any PC.

- To use this service from a smartphone you must download the App from Google Play or Apple App Store – search for **SIMS Parent**. Once downloaded, you can sign in using the login details you supplied when registering.



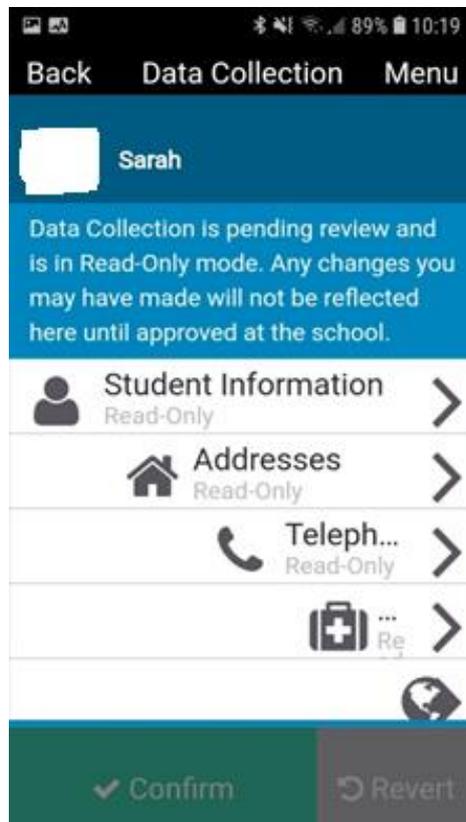


- To reach details about your child, simply touch their photograph on the screen. The following dashboard will then be available for you to view. The Dashboard shows the number of conduct incidents, the number of points assigned to each incident and the type can be viewed by clicking on the Conduct panel.



- Please ensure you select the **Data Collection** icon and scroll through all the information we hold about your child and any contacts, making amendments as appropriate.

- You must **save** each screen where amendments have been applied and importantly **Confirm** once all amendments have been completed.
- Should all the **Data Collection** information be correct it is still important that you **Confirm** that you have viewed and agreed the accuracy of the data. By clicking on the **Confirm** button, you have informed us that you have viewed and agreed the data held.



- We will receive notification of any amendments you have requested.
- Once we have activated any applicable amendments, you will receive notification that your request has been actioned.