SIMS Parent App Lite may be used by parents to inform schools of important information relating to pupils (e.g. changes in name, address, telephone number, important contacts, etc). Once enabled by the school, parents may update this information using either a mobile app or an internet browser on a computer.

Instructions for using the mobile app are shown below. Instructions for using the browser version are shown on **pages 6 to 9.**



Using the Parent App Lite – Mobile Version

Your school will firstly need to invite to use Parent App Lite. This is done by e-mail. Once you have received this e-mail and followed the initial registration process, you may install the mobile app which looks like this.

The app can be downloaded free-of charge from the iOS App and Google Play stores.

Touch to open the app.







Each area of the pupil record may be opened/amended here. The detail available here may vary from school to school

If the whole of the record is OK the **Confirm No Changes** button may be touched.

The **Revert** button will remove any changes that you have made.

Scrolling down will reveal the contacts for the child.

Your school may just ask you to review/edit your own details. Alternatively, you may be asked to review/edit all contacts and add new ones, where appropriate.

Back	Student Information	Menu
Legal Name	9	
Preferred Fo	orename	
Jason		
Preferred Su	urname	
Data of Dist	L	
07 March 2	2006	×
Gender		
Male		•
	Male	<u> </u>
	Female	
Back	Student Information	Menu
Logol Nomo		
Jason Aaro	on	
Preferred Fo	orename	
Jason		
Preferred St	urname	

Having made the appropriate changes, touch **Save** – your changes will be retained and you will be returned to the main **Data Collection** page.

Aaron

Gender

Male

Date of Birth

07 March 2006

•





Any areas of the pupil record that have been edited will display the message **Pending changes.**

Touch the **Finish Changes** button at the bottom once you are happy that everything is OK.

When you touch the **Finish Changes** button (from previous page) this screen will be displayed.

Touch the **Submit Changes** to send these edits to the school – you will be returned to the **Home** screen shown below.

Note the **Review Pending** message. This will be displayed until the changes have been approved by the school.



Back	Data Collection	Menu
	Jason	
Data C mode. reflect	ollection is pending review and is in Any changes you may have made w ed here until approved at the school	Read-Only ill not be
-	Student Information Read-Only	>
*	Addresses Read-Only	>
¢,	Telephones & Emails Read-Only	>
	Medical Details Read-Only	>
0	Cultural Information Read-Only	>
44	Dietary Needs Read-Only	>
€	Nationality & Passports Read-Only	>
	Travel	~
) Revert

Whilst the record is in **Review Pending** mode no further amendments may be made.

The record may be viewed but the app will not allow data to be edited.

Once the school has actioned the changes the status of the data collection record will change to **Available** (see below) and further changes may be made to the pupil record, if necessary.



Using the Parent App Lite – Internet Browser Version

On your computer, open a web browser and navigate to <u>https://www.sims-parent.co.uk</u> then login using the appropriate credentials.

The screen below will be displayed once you have logged in.



https://www	sims-parent.co.uk/#/schools/e70	db075-7949-4a9f-b16b-f	c469f1a7746/das	hboard/161503cb-e495-4bfc-a036-d2bc4	lcc59efe/dataCollectio
SIMS Parent	SIMS Parent	× Sign out		b google pay sims parent app) 📑
e Edit View Favouri	tes Tools Help				
SIMS Parer	it				
Home	Student Ir No changes	oformation	>	Legal Name	
i) School Details	Addresses	5	>	Jason Aaron	
	C Telephone	es & Emails	>	Jason	
≺ Messages	Medical D	etails	>	Preferred Surname	
Jason	No changes	-		Aaron	
7	Cultural Ir No changes	formation	>	Date of Birth	
	Dietary No No changes	eeds	>	Gender	
	Nationalit No changes	y & Passports	>	Male	~
	Travel No changes		>		
	Parental C No changes	Consent	>		
	Contacts				
	Pete Walt No changes	on	>		
	Eddy Johr No changes	istone	>		
	+ Add Conta	oct			
	✓ Confirm No	Changes 🏾 🔊	Revert	Save	
				/]
			Hav	ing made the appropria	te
			chai will	nges, CIICK Save – your c be retained and the rig	nanges ht hand
			ban	el will close.	it nund

Using SIMS Parent App Lite – A Guide for Parents

SIMS Parent	-parent.co.uk/#/schools/e/Udb0/5-/949-4a9t-b16b-	tc469f1a7746/dasht t
File Edit View Favourites	Tools Help	
🔐 SIMS Parent		
🔒 Home	Student Information Pending changes	>
(i) School Details	Addresses No changes	>
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	Medical Details	>
Jason	Cultural Information	>
	Dietary Needs No changes	>
	Mationality & Passports	>
	Travel No changes	>
	Vertex Parental Consent	>
	Contacts	
	Pete Walton No changes	>
	Eddy Johnstone	>
	+ Add Contact	
	✓ Finish Changes	Revert

Any areas of the pupil record that have been edited will display the message **Pending changes.**

Click the **Finish Changes** button once you are happy that everything is OK.

🔿 🗇 🏧 https://www.sim	s-parent.co.uk/#/schools/e70db075-7949-4a)f-b16b-fc469f1a7746/dashboard/1615	503cb-e495-4bfc-a036-d2bc4cc59efe/dataCollection/
SIMS Parent	🔤 SIMS Parent 🛛 🗙 🚦	Sign out	
Edit View Favourites	Tools Help		
SIMS Parent			
Home	Student Information Pending changes	Once yo will be s	ou click Submit Changes, the information sent to the school to approve. During this
School Details	Addresses No changes	time, Da where y	ata Collection will enter a read-only state ou can still view the child's record but will which to alter it. The data for the child will
Messages	C Telephones & Emai No changes	5 Still refle approve	ect its original state until the school has ed the changes.
	Medical Details	> Data Pro	ntection Act 1998: The school is registered under
Jason	Cultural Information	> the Data school ha it up to d	Protection Act for holding personal data. The as a duty to protect this information and to keep date. The school is required to share some of the
	Dietary Needs No changes	> data with governm	
	Nationality & Passp No changes	orts	
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	Parental Consent No changes	>	
	Contacts		
	Pete Walton	>	
	Eddy Johnstone No changes	>	
	+ Add Contact		
	✓ Finish Changes	ට Revert	Submit Changes

When you click the Finish Changes button (see above) this screen will be displayed.

Click the **Submit Changes** to send these edits to the school – you will be returned to the **Home** screen shown below (see overleaf).

Using SIMS Parent App Lite – A Guide for Parents

	.sims-parent.co.uk/#/schools/e70r	db075-7949-4a9f-b16b-fc469f1a774f	i/home		~
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File Edit View Favourit	es Tools Help	_			
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Greer € 851234 ≌ office@ga.org.uk	n Abbey School				
Messa	iges		0 New	Jason Data Collection: Review Pending	

SIMS Parent	SIMS Parent	× Fign out	
e Edit View Favourites	Tools Help		
😣 SIMS Parent			
Home	Data Collection is pe Only mode. Any cha not be reflected her	ending review and is in l nges you may have ma e until approved at the :	Read- de will school.
i) School Details	Student In Read-Only	nformation	>
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Jason	C Telephon Read-Only	es & Emails	>
	Medical E Read-Only	Details	>
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	Dietary N Read-Only	eeds	>
	Nationali Read-Only	ty & Passports	>
	Read-Only		>
	Parental C Read-Only	Consent	>
	Contacts		
	Pete Walt Read-Only	ton	>
	Eddy John Read-Only	nstone	>

Once the **Submit Changes** button has been clicked you will be returned to the **Home** screen above.

Note the **Review Pending** message. This will be displayed until the changes have been actioned by the school.

Whilst the record is in **Review Pending** mode no further amendments may be made.

The record may be viewed but the app will not allow data to be edited.

Once the school has actioned any changes, the status of the data collection record will change to **Available** (see below) and further changes may be made, if necessary.

