

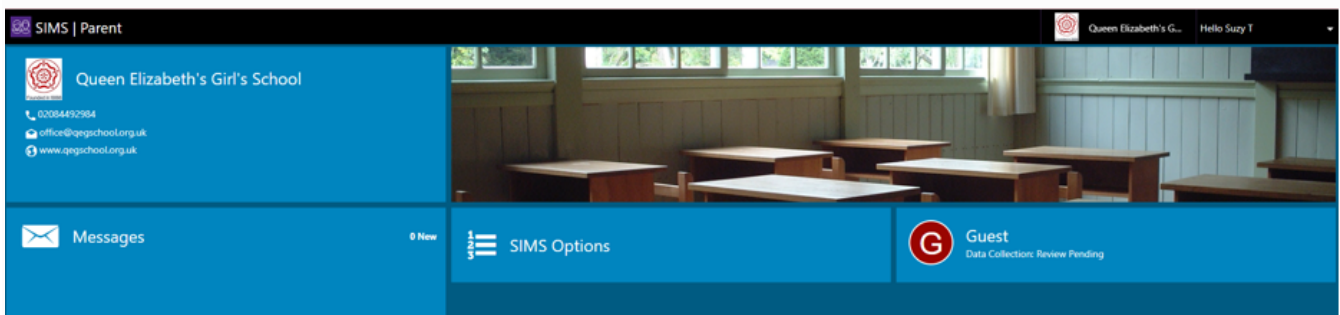
Using SIMS Parent Lite to check and update personal data

Once the registration process form SIMS Online services is complete, users can sign in via the following URL.

For Parents: <https://www.sims-parents.co.uk>

DATA COLLECTION CHECKING

Once you have signed into the SIMS Parent App or SIMS Parent website you will then be able to access the Data Collection Sheet. This facility is only available to parental contacts that live at the same address as the student. If you are a parental contact living at a different address and need to update any information please email datasupport@qegschool.org.uk

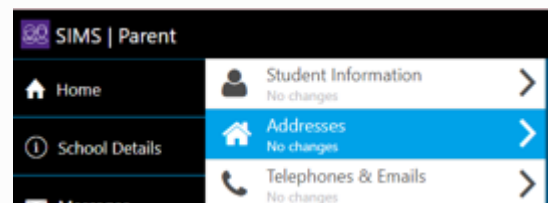


Once you have clicked on Data Collection you will be able to see the data held on your child so that it can be checked/updated. If you have more than one child at the school you will be able to swap between screens.

CHANGING STUDENT ONLY OR WHOLE FAMILY HOME ADDRESS DETAILS:

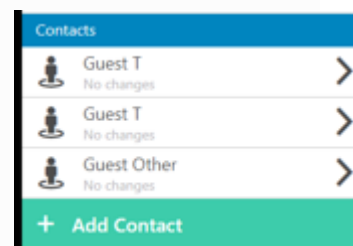
If your main residence (including where your child lives) is changing then please use the Addresses (not contacts address) to update.

Add a new address and you will then be given an opportunity to choose which contacts that are currently matched to the home address are to be changed at the same time.



CHANGING CONTACT/EMERGENCY CONTACT DETAILS:

The first Addresses and Telephone & Emails section you are able to see, underneath your child's name are their contact details, not your contact details.



If you wish to amend the emergency contacts, including your own, scroll down the page, and you will see a Contacts section.

OTHER INFORMATION TO BE CHECKED/CHANGED:

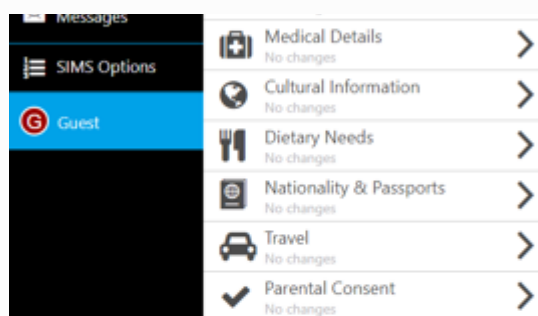
Medical Details

Cultural Information

Dietary needs

Travel

Parental Consent



CHECKED DATA - NO CHANGES:

Once you have reviewed the data, if there are no changes, please ensure that you tap/click the 'Confirm No Changes' button, as this allows the school to see when you last reviewed the data.

HOW TO SUBMIT CHANGES WITHIN THE DATA COLLECTION SHEET:

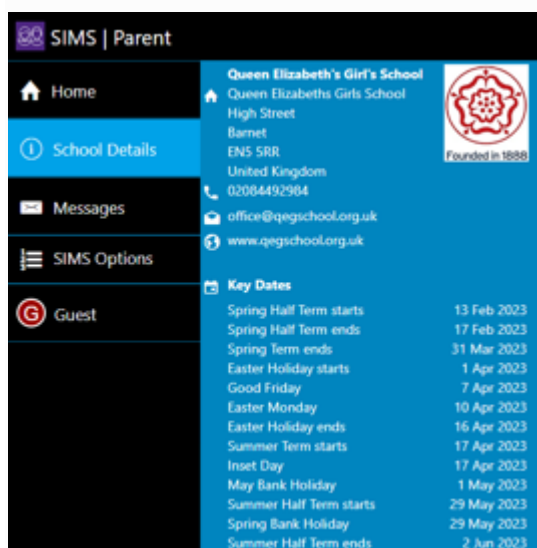
If you have made an amendment to a piece of data or added some new information, you will need to tap on the Save button for each change made. You will then see a message 'Pending Changes' within each section you've made a change in. To go back to the main Student record, either tap on the Back button (top left hand corner) or tap the Back to Student button at the bottom of the screen. Once all your amendments have been made, you must tap on the Finish Changes button (bottom of the screen).

You will then be asked to Submit Changes and will be warned that the app will become 'Read only' until the school has approved the changes.

If you have submitted changes, but haven't had them approved, the Data Collection Sheet will show with a Padlock icon, which means no further changes can be made until the school has approved the last submission. Once they have approved the previous changes, the Padlock icon will disappear.

HOW TO ACCESS THE SCHOOL DETAILS SCREEN:

If you tap/click on Menu, a list of options will be presented. If you tap on School Details, you will be presented with the Address and Contact Details of the school, as well as useful Term Dates for the current Academic Year, including any planned Inset Days.



WHO DO I CONTACT FOR HELP:

If you have any queries about accessing your SIMS Parent Lite account, or about any of the data held please contact datasupport@qegschool.org.uk