

24 March 2023

Dear parent/ carer

Data Collection – Yr 11

As we approach the Summer Term it is important that we have the correct contact information for your child. This is important not only for information relating to Prom and Results Day, but also in relation to the Presentation Evening when students will be able to collect their GCSE Certificates.

We are moving to a new system of Data Collection in April which will allow us to streamline the process of ensuring we hold correct data in relation to Year 11 and ensure that we follow GDPR regulations. A log on for the SIMs *Parent App Lite* system will be sent to priority 1 and 2 contacts with parental responsibility. Once you have registered for an account from the email, you can download the mobile app (SIMs Parent App) and sign in to check the contact data we have for you. You will be able to make changes if applicable.

If you require to make changes regarding other contacts on your child's account please email general@thehambleschool.co.uk

Yours faithfully



Mrs J Goodey
Finance & Office Manager

If, at any time, you should require special arrangements to be made when visiting the school and/or in order to participate fully in supporting your child at school (e.g. an accessible venue for meetings, if you are a wheelchair user, assistance with translation of documents or enlarged copies of communications etc.), please do not hesitate to let us know.

www.thehambleschool.co.uk

T: 023 8045 2105 • general@thehambleschool.co.uk •   [@thehambleschool](https://twitter.com/thehambleschool)

Satchell Lane, Hamble, Southampton, SO31 4NE

Headteachers (Acting): Miss L Cambridge, BSc (Hons), MA Ed. & Mrs S Pennington-Chick, BSc (Hons)



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There is information available about registering and accessing Parent app lite here:

<https://faq.scomis.org/kb194546/>

Here is some of the information from that site:

What do I need to register for the SIMS Parent App Lite?

Before beginning the registration processes, you will need the following:

1. Your unique registration email. Your school will send to you a registration email that contains a registration link and an invitation code. This email will be sent from Capita SIMS (noreply@sims.co.uk). If you cannot find this email, please check your junk mail and ensure it has not been marked as SPAM.
2. The date of birth of your child who attends the school.
3. Either a **Microsoft (including Office 365), Google, Facebook or Twitter** account. (Please do not attempt to register using *SIMS ID*)

You can use an existing account (e.g. a Hotmail account) or create a new one online – they are free, easy to set up and you can use any valid email address and password.

How do I Register for the SIMS Parent App Lite?

1. Open your unique registration email and click the link as instructed. A new internet window will open and you will be asked to log in.
2. Register with either a Microsoft (including Office 365), Google, Facebook or Twitter account.

Click the icon for the relevant Third Party account and you will be directed to sign in using your existing details.

IMPORTANT NOTE: Before completing the registration process, you should be signed out from the chosen account you're planning on using to register with e.g. Facebook. Alternatively, the registration process should be carried out in a private browser window.

3. You will be guided through the login process. Once logged in, you will be asked if you want to authorise SIMS Parent to use your account.
4. You will now be asked for an Invitation code.
 - If you were able to use click this link in the email you received, this field will be populated automatically.
 - If you had to select the web address in the email, you will need to copy the invite code from the email and paste it into the space provided.
5. Enter the Date of birth of one of your children attending the school. This is for security purposes only and this information will not be used in the SIMS Parent system
6. Click the Register button to continue.

How do I Download the SIMS Parent App?

The SIMS Parent app can be downloaded for free from the Apple Store (iOS) or the Play Store (Android).

How do I sign in to SIMS Parent App Lite?

Click the icon for the relevant Third Party account that you registered with e.g. Google. Enter your Sign in details

(Parents must not attempt to register using SIMS ID)

I don't have a smart phone, how can I access the SIMS Parent App Lite? If you have access to a tablet device, laptop, desktop computer you can sign in via the following website <https://www.sims-parent.co.uk> , selecting the icon for the relevant Third Party account that you previously registered with.