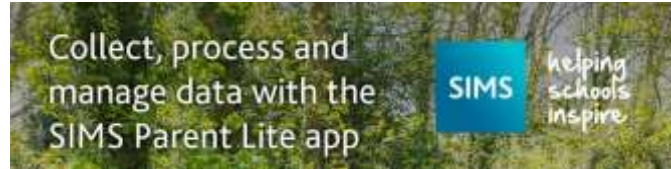




QUEEN BOUDICA
PRIMARY SCHOOL

Queen Boudica Primary School
Cowper Crescent
Colchester
Essex
CO4 5XT

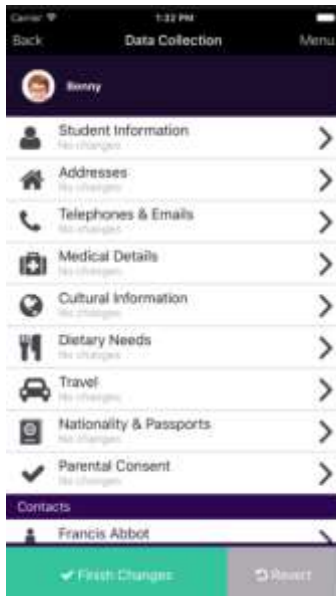
Phone: 01206 844654
E-mail: admin@qbps.essex.sch.uk
Website: www.qbps.essex.sch.uk
Head Teacher - Ms Clare Woodward



Dear Parents/Carers,

One of the ways we are preparing for GDPR compliance is by moving away from sending home paper Data Collection Sheets each term, sent home for parents to check that the information we hold is up to date and correct.

An invitation to register on SIMS Parent Lite will be sent home (via email) on Thursday. From this app you will have access to (some of the) information we hold for you (as parental contacts) and your children. You will be able to update and submit changes directly on the app, no need to complete forms at school or telephone in, ensuring the safer, more secure collection of your data amendments.



Step 1 – Invite Email

An automated email will be sent to parents inviting them to join SIMS Parent. The email will contain a link which will be used to activate the parents account. The email address noreply@sims.co.uk is used to send the automated emails.

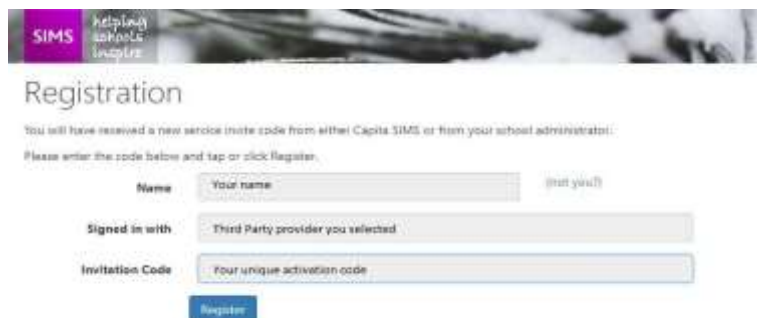


Step 2 – Activating your account

Parents can log in to the Parent App using the following Account Types including Microsoft (Hotmail Accounts also work here), Twitter, Facebook and Office 365. Parents should NOT select the SIMS ID Option.

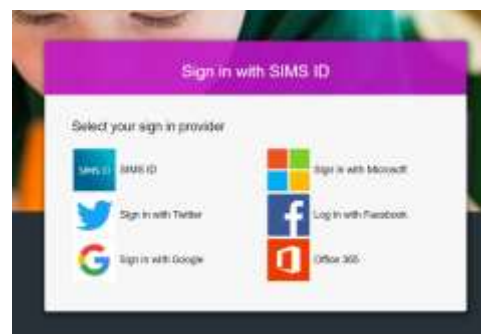


On selection of account type, parents may need to allow their SIMS Parent account to be attached to their account, opposite is an example of linking SIMS ID with Twitter:



Parents will then need to **Register** their account, further security questions such as Date of birth of a child at the school may be asked.

Parents should use the login account used during the registration process. Parents can access SIMS Parent via a web browser using <http://www.sims-parent.co.uk/> or they can download an app from the Google Play Store or the Apple Store on their mobile devices. Windows based devices can access Parent App via the <http://www.sims-parent.co.uk/> address.



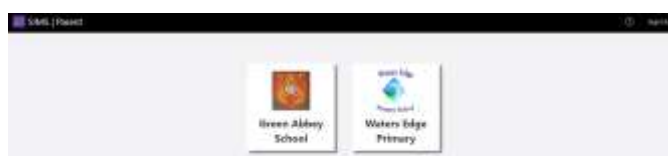
Parents will need to click on a **Verify** button to confirm. Should any issues occur during the sign up process, parents should contact the school office and check the contact details held in SIMS by school.

Step 3 – Logging into the SIMS Parent for the First Time



Selecting Sign in with Microsoft will display a window asking the parent to enter their E-Mail Address followed by password. Similar screens can be seen when selecting either Twitter or Facebook or other.

If parents have more than one child, and children attend more than one school, the parent will be able to access each school via SIMS Parent –



On selection of schools, parents will be able to navigate between schools by selecting the school name at the top of the window

Your invitation email will arrive in your inbox this Thursday 24th May; please do look out for it!