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Principal: James Tickle

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Dear Parent/Carer

In line with GDPR we are no longer issuing data collection sheets. We are therefore setting up a new convenient way for you to **access, review and request changes** to the data held on you and your children direct from your phone. We cannot accept paper forms unless hand delivered by you the parent or carer. This is to prevent your personal data being accessed by any third party for example if your child lost the form on the way to school.

From mid-January you will be able to access our new SIMS Parent app and website at your own convenience via smartphone, tablet or PC – anytime, anywhere. This app is different to the Go 4 Schools service we offer which is for you to check progress, attendance etc. The SIMS Parent app is for personal data which is not held in Go 4 Schools.

What will you find in SIMS Parent:

- Access to update your contact details, so we always have the most up-to-date information in case of emergency
- If you have more than one child at school, you will have access to this information for all your children, from the same app.

Getting started with the SIMS Parent

We will be sending you an activation email to your home email address in next week. Simply click on the link from your tablet, PC or smartphone to activate your account. If you have recently changed your email or not previously provided us with one please let us know by contacting Tania Taylor or Jenny Ellis in the Data Office, or print off this letter and hand deliver the slip below yourself to the School Office.

1. You will then be able to login using your normal **Facebook, Twitter, Google** or **Microsoft** username and password.
2. From your smartphone or tablet, download the app from the Google Play or Apple App store - search for **SIMS Parent**.
3. From a PC or Windows phone, login online at www.sims-parent.co.uk

Please note that your activation email is unique to you and should not be used by anyone else. If you require an additional login then please contact us. **Your activation email will expire after 14 days if it is not used**, please contact the Data Office if you require a replacement after this date.

Yours sincerely
Rachel Wright
Associate Principal

I would like you to update the email you have on record for me so that I can receive my SIMS Parent activation email.

Forename and Surname _____

New Email Address (please write clearly) _____

Signature _____ Date _____