



## DURRINGTON INFANT AND JUNIOR FEDERATED SCHOOLS

Address: Salvington Road, Worthing, West Sussex, BN13 2JD  
Telephone: 01903 260138 & 01903 260761  
Email: [officeinfant@dfed.co.uk](mailto:officeinfant@dfed.co.uk) & [officejunior@dfed.co.uk](mailto:officejunior@dfed.co.uk)  
Website: [www.durringtoninfantjunior.co.uk](http://www.durringtoninfantjunior.co.uk)

Co-Headteachers: Mrs S Ensor B.Ed & Mrs Z Wilby MA Ed

1<sup>st</sup> October 2018

Dear Parents / Carers

Last term we rolled out our new app – SIMS Parent – to allow parents and carers to keep us up to date with any changes via a smartphone, tablet or PC – anytime, anywhere.

SIMS Parent will have quick access to term dates, inset dates and school contact details; access to update your contact details and check your child's details such as medical information and consents, so we always have the most up-to-date information in case of emergency. If you have more than one child at either of our schools, you'll have access to this information for all your children, all from the same location.

Each September we have sent out a printed paper copy of the information that we hold, asking parents to confirm any changes and send this back to us. SIMS Parent offers a much simpler solution as you will be able to simply check the information electronically and confirm it is correct (or make any changes) at your convenience. This will also be a more secure way of communicating information between the school and parents as we will not need to rely on paper copies being transported to and from school. This will allow us to keep your data safe and up to date. We are therefore asking that wherever possible, all parents now use the app or website for checking and confirming that the data we hold is correct. You can do this even if you do not have an email address but you will need to contact the office for the access code in the first instance.

We will therefore be asking all parents to sign up for SIMS Parent if you have not already done so, and then check and verify the information we hold is correct (or update us with any changes). You are also able to confirm your consent to the processing of photographs via SIMS Parent. With this letter is the paper version of the Consent Form for photographs as this explains the options in more detail, however we would ask that you complete the information with the app/website and there is no need to return the paper copy.

Please note that if your child is new to Reception this September and you have not already registered your child in the Infant School, or is new to Year 3 and you have not already registered your child in the Junior School, you will need to register the new child in their school.

Thank you for taking the time to read this letter – if you have already signed up then you can stop reading now. The rest of the letter contains the instructions for signing up:-

If you did not sign up in the Summer Term we will shortly be sending you an activation email to the address that we currently have for you. Simply click on the link from your tablet, PC or smartphone to activate your account. If you do not receive an email by 19<sup>th</sup> October 2018, please let us know (please check your spam folder first in case it has gone there). You can then login using your normal Facebook, Twitter, Google or Microsoft username and password. You can download the app from Google Play or Apple App store - search for SIMS Parent (or check out our website where we have a link). You can also access SIMS Parent from a PC or Windows phone by logging in online at [www.sims-parent.co.uk](http://www.sims-parent.co.uk)



Please note that your activation email is unique to you and should not be used by anyone else. Please also note that access to SIMS Parent is restricted to those who are a priority contact and live at the same address as the pupil. Your activation email will expire after 14 days if it is not used, so please contact the school if you require a replacement after this date. On our website there is a link to the log-in page, and links to the apps on both Apple and Android app stores. There is also a useful YouTube clip that walks you through the set up process. This can be found at: [www.durringtoninfantjunior.co.uk/sims-parent-app](http://www.durringtoninfantjunior.co.uk/sims-parent-app). If you do not have an email we can contact you on, you can still use SIMS Parent, but you will need to contact the office for your activation code.

If you have any problems, please do not hesitate to contact the school office who will be able to assist you further.

Kind regards,



School Business Manager and Data Protection Officer

