

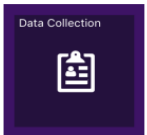
How to use the Parent App Data Collection function

From time to time, St. Olave's will ask that you to review/update the contact and personal data we hold, in case of emergencies. Please ensure you review this data via the Parent App when asked, and following any change of contact details you may make during the year.

To view the data we currently have on record:

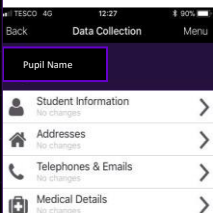
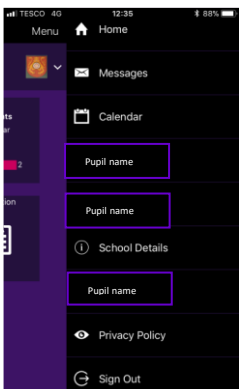


Sign into the SIMS Parent App (via your phone) or via SIMS Parent website <https://www.sims-parent.co.uk> (via your PC) using your third party provider (Microsoft/Twitter/Facebook/Google/Office 365) account
If you have more than one pupil at St. Olave's, select the appropriate child.

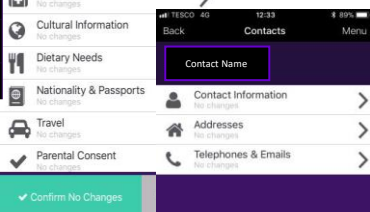


Select the Data Collection Icon

IMPORTANT NOTE: The first **addresses** and **telephone & emails** section you are able to see are PUPIL contact details, not parental contact details.



If you wish to amend details for parent/carer emergency contacts, including your own, scroll down the page, and you will see a **Contacts** section.



Once reviewed,

If there are **no changes**: - tap/click the **Confirm No Changes** button.

If you **have made changes**: - tap/click the **Save** button to ensure changes are submitted to the school.

St. Olave's will review any changes requested (to ensure relevant staff are aware of any change of circumstance/medical need if appropriate) and then update our system. Once the school has reviewed your changes, you will receive a message, within the SIMS Parent App **Messages** section confirming that the system has approved and actioned.

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.

The School will endeavour to process changes as swiftly as possible.