

Headteacher

 Debbie Smith B.Ed, NPQH

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28th September 2020

Dear Parent/Carer,

**Re: Data Collection**

Thank you for the recent request to change the data we hold relating to your son or daughter. We have a convenient way for you to **access, review and request changes** to the data held on you and your children as well as view key term dates. You can access our Parent app and website at your own convenience via smartphone, tablet or PC – anytime, anywhere.

What will you find in SIMS Parent:

* School term, inset dates and contact details available at the click of a button
* 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 Sandhurst School, you’ll have access to this** **information** for all your children, from the same app.

**Getting started**

1. Please request an activation email to be sent to your home email address by submitting the reply slip below to the Pastoral Office.
2. Once you receive the activation code, simply click on the link from your tablet, PC or smartphone to activate your account.
3. You can then login using your normal **Facebook, Twitter, Google** or **Microsoft** username and password.
4. From your smartphone or tablet, download the app from the Google Play or Apple App store – search for **SIMS Parent**.
5. From a PC or Windows phone, login 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. Your activation email will expire after 90 days if it is not used. Please contact the school if you require a replacement after this date.*

Yours sincerely



**Mr J Southwood**

**Deputy Headteacher**

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Please return to the Pastoral Department

Please send an activation code for Parent app using these details:

**Student Name: …………………………………………………………… Tutor Group: ………………**

**My home e-mail is: …………………………………………………………………………………………….**

**Parent’s Forename and Surname: ………………………………………………………………………….**

**Signed: ……………………………………………………………………. Date: ………………………..**