

4<sup>th</sup> June 2018

Dear Parent/Carer

Changes to the data protection regulations came in to force on 25<sup>th</sup> May 2018. The Trust is taking these changes seriously and a working group has been set up to ensure we are compliant and that information provided to us, which is necessary to run the school, will be collected, stored and disposed of in accordance with the law. Please check our privacy notices, together with our updated policies, on the school website.

We also have 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, as well as being able to see the key term dates. You'll be able to access our new parent app and website at your own convenience via smartphone, tablet or PC – anytime, anywhere.

What you will 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 school, you'll have access to this information for all your children, from the same app.

### Getting started with the SIMS Parent

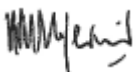
In order to access this service you will need a secure e-mail account. This will be used to access the site and receive school e-mails. We would never pass your details on to a 3<sup>rd</sup> party. Please contact us by email, advising us of your child's name and form class, to [parents@kenton.newcastle.sch.uk](mailto:parents@kenton.newcastle.sch.uk) to enable us to begin the registration process.

You will then receive an activation email; simply click on the link from your tablet, PC or smartphone to activate your account. You can then log in using your normal **Facebook, Twitter, Google** or **Microsoft** username and password.

From your smartphone or tablet, download the app from the Google Play or Apple App store - search for **SIMS Parent**. From a PC or Windows phone, log 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. If you require an additional login then please email [parents@kenton.newcastle.sch.uk](mailto:parents@kenton.newcastle.sch.uk). Your activation email will expire after 14 days if it is not used; please email the above address if you require a replacement after this date.*

Yours sincerely



Kevin McDermid  
Chief Executive Officer