

# Glenlola Collegiate School

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Headmaster: W E Thompson BSc MSc MEd PGCE PQH(NI)



October 2017

Dear Parent/Guardian

## The new Parent app – easy access to important school information.

I wrote to you recently about a convenient new way to share information with parents about your child's school life. From November 2017 you will be able to access our new parent app and website. You can access the system from a smartphone, tablet or PC – anytime, anywhere.

### What you will find in the SIMS Parent app:

- Important information such as attendance, behaviour and achievement
- School terms, inset dates and contact details available at the click of a button
- Access to your child's school report
- Receive notifications to remind you about important information such as key dates for your diary
- Access to update your contact details, so we will always have the most up to date information in case of an emergency
- If you have more than one child at school, you will have access to information for all your children, from the same app.

The information that you receive through the app will help you to stay up to date with your child's school life as well as support your child's development and progress.

**If you have not yet registered for SIMS Parent app and would like to find out more, please contact School using: [info@glenlola.collegiate.bangor.ni.sch.uk](mailto:info@glenlola.collegiate.bangor.ni.sch.uk) or on 02891 475340.**

### Getting started with the SIMS Parent app

1. We will send you an activation email, simply click the link from your smartphone, tablet or PC to activate your account. The email will be sent to the address you gave us when registering for SIMS Parent app.
2. You should then click on the icon for the type of account you would like to use (Microsoft/Office 365, Twitter, Facebook, Google) and you will be directed to sign in using your existing details. When you are logging for the first time, please make sure all your browser windows are closed and that you have logged out of Facebook or Twitter if using these accounts to sign in.
3. From your smartphone or tablet, download the app from the Goggle Play or Apple App store - search for SIMS parent.
4. From a PC or Windows phone, login online at [www.sims-parent.co.uk](http://www.sims-parent.co.uk)
5. If you have any problems accessing the app please contact School on [info@glenlola.collegiate.bangor.ni.sch.uk](mailto:info@glenlola.collegiate.bangor.ni.sch.uk) or on 02891 475340.

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 the School.

Your activation email will expire after 14 days if it is not used, please contact the school if you require a replacement after this date.

Yours faithfully,

Mrs V Donnan (E Learning Coordinator)