

Glenlola Collegiate School

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



October 2018

Dear Parent/Guardian

I am delighted to inform you that we have launched a secure online service, called SIMS Parent App which will enable you to see accessible information about your child where and when you need it, in real time. This service is designed for use by all parents/legal guardians and you will be able to access the information remotely, through a PC, or mobile devices such as laptops, tablets and smartphones.

You will be able to see information on your child's attendance and punctuality, achievement and behaviour points and assessment reports and see what lessons they have each day.

We believe the SIMS Parent App can improve how we share information with you and help you support your child.

If you wish to sign up for this service and receive your unique username and password, please sign and agree to the **SIMS Parent App Acceptable Use Policy and complete the Parental Access Request Form. We require the following form to be completed for your account to be activated and if both parents require access – we need 2 signatures.** Please return these forms to the School office, the forms will not be updated until your daughter is enrolled in September. *If you have already signed up for SIMS Parents App for another daughter in the school, then there is no need to do so again.*

In September, after the Parental Access Request Form has been returned, you will be provided with further information advising you on how to access the application and how to use its functionality.

Yours faithfully

A handwritten signature in black ink, appearing to read 'V. Donnan', is written in a cursive style.

Victoria Donnan (Mrs)
E Learning Co-ordinator

Please fill out, sign and return this form to the School Office

*Glenlola Collegiate School
SIMS Parent App
Parental Access Request Form*

I, the person with parental responsibility, request a login, username and password to access the Glenlola Collegiate School SIMS Parent App.

<i>Name of Parent/s Or Guardian</i>	<i>Mother/Guardian</i>	<i>Father/Guardian</i>
<i>E-Mail Address</i>		
<i>Telephone Number</i>	<i>Landline</i>	<i>Landline</i>
	<i>Mobile</i>	<i>Mobile</i>

I confirm that I have parental responsibility for the children listed below

<i>Name of student</i>		<i>Date of Birth</i>		<i>Form Class</i>	
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In signing below, you are stating that you have read, understood and are agreeing to the acceptable use policy provided with the document for the Parent App at Glenlola Collegiate School.

Mother's/Guardian's signature: _____ *Date* _____

Father's/Guardian's signature: _____ *Date* _____

**Please note: For both parents to have access, we require 2 signatures above*

All information collected is confidential and held securely in accordance with General Data Protection Regulation. The School has a duty to protect this information.

The School's Privacy Notice is detailed on the website www.glenlolacollegiate.net