



18 December 2018

Dear Parent

I am writing to update you on a recent change to our daily attendance register. Since the introduction of our new secure online system *Sims Parent App* it is essential that we keep an accurate record of your child's daily attendance and punctuality. This will include any time that your daughter requests permission to leave the classroom during a lesson. If you are one of our many parents signed up to Sims Parent App, you will find a record of this under the *Conduct* tab.

To clarify, this does not mean that your daughter has received a conduct point, it is simply the designated area in which this record will appear.

If you have not yet signed up for Sims Parent App please do so by completing the attached form and return to the General Office. Sims parent App is a secure online service that allows you to access your child's attendance, conduct and achievement records along with School reminders, calendars and reports from your PC, mobile phone or tablet.

Please direct any queries to [parentapp211@glenlcollegiate.bangor.ni.sch.uk](mailto:parentapp211@glenlcollegiate.bangor.ni.sch.uk)

Yours sincerely

Mrs V Donnan  
E Coordinator