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Information for Parents about SIMS Parent Lite

Dear Parents,

As a MAT, we use SIMS Parent Lite to collect, manage and handle key information about your child and you as parents/ carers. This puts you in control and makes sure the data we hold is accurate and up to date. We also use SIMS Parent to allow you to provide consents where necessary. You can update these consents at any time.

Getting Started

Later today, we will send an activation email to your home email address. This will come from noreply@sims.co.uk. If you do not receive this email by the end of tomorrow, then please check that it has not been diverted into your SPAM folder.

Simply click on the link from your tablet, pc or smartphone to activate your account. You can then login using your normal Facebook, Twitter, Google or Microsoft username and password.

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 office if you require a replacement after this date.

If you have children at different schools within the Dartmoor Multi Academy Trust, you will be able to see all children within the app if you have registered with the same email account. The app allows users to change school once inside SIMS Parent from a drop-down menu located on the school name in the top right-hand corner of the page.

Important Information about the menu options

Student Information – this contains basic information such as your child’s name, preferred name and date of birth.

Address – this is your child’s home address. You can add an additional address e.g. if your child lives with both parents

Telephones and Emails – this is your child’s home number. **Please DO NOT add an email address** for your child here.



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Medical Details – this includes information such as medical practice, medical conditions and any disabilities. There is a drop-down list of medical practices and conditions, but you can add a new one if your child's details are different.

Cultural Information – Your child's first language is collected for all pupils and records the language as stated by the parent / guardian or child. This information is used for funding. Ethnicity is collected for all pupils and records the ethnicity as stated by the parent / guardian or pupil. It is not ascribed by the school.

Dietary Needs – please update your child's dietary needs here. For allergies and gluten free needs, these should be supported by a letter from a medical professional.

Parental Consent Tick Boxes. **Please update this information as soon as possible.**

Local Off-Site Visit – from time to time, teachers may decide to visit a local building or area. Where a visit requires alternative footwear or a drink, we would normally advise you of this through the School Gateway or by letter; however, for short-duration, local visits, this consent acts as your permission for your child to participate in the activity.

Emergency Medical Consent – By ticking this box, you give consent for the school to authorise emergency medical treatment for your child should you not be available to do so.

Pupil photographs in media - It's great to celebrate the achievements and hard work of our pupils. Photographic images of pupils used in publicly available media such as web sites, newsletters or the school prospectus and other promotional material will not identify pupils' full names unless parental permission has been given in advance. No identifying information will be shared (such as personal phone numbers, home addresses, and individual pictures with the pupil's full name.) Class pictures will not identify where individuals are standing and will generally include at least three or more students. If individual pictures are posted of pupils it will not include their name.

Please note that websites [and social media platforms] can be viewed throughout the world and not just in the United Kingdom where UK law applies. In giving your consent you understand that images may be used in printed and electronic form.

Sale of Group/ Individual Photos – By ticking consent, you agree to allow your child to be photographed with their class/group/team and that these photographs will be offered for sale to you and other parents. Please note that, without this consent, your child will not be able to be in any class photos.

Walk Home – For pupils in Year 6, we allow them to walk home from school with the express permission and consent of parents. By ticking this box, you consent to this.

Contacts and data collection - Please ensure that the contact information for your child is accurate and up to date. You will be able to see your own Contact Information, Address and Telephone/Email and that of your third-party contacts.



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If you do not live at the same address as the other parents/carers with Parental Responsibility, you will only be able to see Contact Information (name, Parental responsibility status and contact priority status) for them unless you give us express permission to share your details with them. You will need to contact the school office if you are happy for us to share those details. Only parents with email addresses already on our system will receive the invitation to register for Parent Lite. If one parent already holds an account and the other wishes to register, please let us know.

You will be able to see Contact Information, Address and Telephone/Email for any third-party contacts e.g. grandma, neighbour you have previously provided and edit these. If you do not wish those details to be shared, please contact the school office.

Parental Responsibility – Please ensure that the Parental Responsibility slider bar is set correctly. For a definition of Parental Responsibility please read the following guidelines <https://www.gov.uk/parental-rights-responsibilities> . This is usually the mother and father, but would **not** normally include grandparents, neighbours, friends or other family members.

Priority Contact – Communications from school are sent to priority one contacts only. If you would like both parents to receive the email communications, please give both parents priority 1. If both parents wish to receive newsletters etc, please ensure that email addresses are recorded and correct and priority 1 is selected for both.

Local Contacts – Where possible, the contacts should be local and accessible. A contact in Dorset or Dundee is not always best placed to help if your child is unwell. All children need a contact other than parents who can be contacted in an emergency.

Telephone Numbers – Please ensure you give us the contact numbers that you are most likely to have access to. Please do not give a work number if we cannot reach you on this number, or a mobile if you are never in range. Please ensure the slider bar is checked for your primary (main) contact number as we use this to reach you if your child is unwell.

If you have any questions about these consents, please do ask for help.

Please ensure you press the save button at the bottom of the screen before logging out.

For information about the Privacy of SIMS Parent please click here <https://www.sims-parent.co.uk/#/privacy>

South Tawton Primary School and Dartmoor Multi Academy Trust take your privacy seriously. Our recently updated privacy policies explain how we store your data and keep it safe, you can read them here:

<https://www.dartmoormat.org.uk/gdpr.html>

If you encounter any problems or have any questions, then please email smarvin@southtawton.org



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