



TORQUAY GIRLS' GRAMMAR SCHOOL

30 Shiphay Lane
Torquay Devon TQ2 7DY
admin@tggsacademy.org
☎ 01803 613215

HEADTEACHER: DR N SMITH - MB BS | FOUNDED 1915 | ACADEMY TRUST

September 2020

Re: SIMS Parent and Student

Dear Parent,

In a bid to improve the effectiveness and ease of home-school communication and to further reduce our paper use we use SIMS Parent and SIMS Student. This will give parents one app which, along with ParentPay and our Parents' Evening software (more on this closer to your daughter's first Parents' Evening) will allow you to access to all necessary information.

We use SIMS Parent as the best way for you to tell us about any changes to the basic information that we hold on you, such as addresses, emails etc. We also use it to disseminate:

- all Reports and Grade sheets;
- your daughter's timetable (a useful support document);
- option choices for GCSE and A-Levels;
- important, time-critical messages (please see below regarding downloading the app).

Your daughter will also be invited to download the student version of this app so that she can access the above information too.

Although you can access SIMS parent via any web-enabled device by going to www.sims-parent.co.uk, we would strongly recommend that you download the app to your phone. Not only will this reduce the need for you to sign in it will also, as long as your notifications for the app are switched on, enable us to message you to your phone in case of emergency, such as school closures in case of weather/Covid-19 etc. To download the app search for 'SIMS Parent App' on the relevant app store.

Provided that you meet the system's criteria, namely that you have parental responsibility with no Court Orders preventing access, are in SIMS as Priority 1 or 2 and SIMS holds a valid email address for you, you will shortly be receiving an email invite from noreply@sims.co.uk. Once you have this email, please do check your spam box please follow the instructions below. I am in the process of conducting the final data accuracy checks within SIMS before I can send out these new codes. However, should you have not received a code by 5th October please contact dataoffice@tggsacademy.org with your name and your daughter's name and I will investigate.

Kind regards,

Mr Twelves

Instructions for setting up SIMS Parent App

Before you start, some points to note:

- It's a 2-stage process - you are required to register first and then install the SIMS Parent App on your smartphone or device. You only have to register once. Subsequently, just log on using the app or through the web page by signing in using the same credentials (account type, username and password) as you used to register with initially.
- Close all other windows during the registration process or use an incognito window.
- Any usernames/passwords will relate to the account you are used to register (so whatever username and password you use to access Google/Microsoft/etc.).
- If you don't wish to register using any of the above methods, perhaps as you don't have any of the accounts or don't wish to link a work account to SIMS Parent, you can now register with SIMS ID, please see the additional instructions below "**Instructions to set up a SIMS ID**". N.B: This does add an extra level of complexity to the process.

Registration Instructions:

1. Open the invitation email that was sent from noreply@sims.co.uk.
2. Click on the "click this link" link within the email.
3. Choose the account type you would like to register with. Please note:
If you are using SIMS Parent with children at other schools make sure that you use the same account to register all of them. In this way it will group your children together.
4. Check your name and click on the "Register" button.
5. Answer the security question – this will usually be the date of birth for one of your children, following the format of dd/mm/yyyy. For example 26/02/2005.
6. After clicking on the "Verify" button you might see the "Registration – Account Verification" screen for a few seconds. That is OK.
7. Once complete, you have registered and are logged onto the web version of the App.

Instructions to set up a SIMS ID:

1. After you receive the code from noreply@sims.co.uk go to:
<https://registration.sims.co.uk/>
2. Enter in a SIMS ID username - this must be a valid email address and should not be a shared one.
3. Enter the invite code.
4. Answer a question about your child and then set a password.
5. This will send an email to the mail account used. You will need to validate this by clicking on a link in the email.
6. Now you can sign into SIMS Parent using "Sign in with SIMS ID".

From here you have two options. The preferred one is to install the SIMS Parent App from the Google Play store or from the Apple store. Or you can use the web version of the Parent App which can be accessed from <https://www.sims-parent.co.uk>.

Setting up the SIMS Parent App:

1. Go to the Google Play store or the Apple store and search for "SIMS Parent".
2. Install the App.
3. When you open the App after the welcome screen you might get the "Sign In" page. If so then click on the "Sign In" button which will take you back to the page that you saw during registration.
4. On the "Choose Account Type" page select the option you registered with and login using your credentials. If you are happy with your device remembering your passwords this is a great idea.
5. The Parent App welcome screen opens, from here you can view reports, request updates to contact information, view timetables etc.