

SIMS Parent App: User Instructions (detailed)

These instructions follow on from the 'SIMS Parent App: Registration' document and provide additional information for parents when reviewing and making changes in the App.

Open App

Login – You will only need to do this the first time you use the App. Use the same login that you used when registering.

Home Page

Messages: If you have a new message click on the Messages box to view. Click on Message to mark as read.

Students: On this screen you will see all the students you have Parental Responsibility for at John Masefield High School. **Select Student that you wish to view information for.**

Student Information

Legal Name	Unable to edit. If this is incorrect please contact the Data Team on data@jmhs.hereford.sch.uk
Preferred Forename	Edit & Click 'Save' at the bottom of the screen.
Preferred Surname	Edit & Click 'Save' at the bottom of the screen.
Date of Birth	Edit & Click 'Save' at the bottom of the screen.
Gender	Edit & Click 'Save' at the bottom of the screen.

Addresses

To change click '+ Add or Move Address', enter the new address details, including the date from which this is valid and click 'Save'.

Telephones & Emails - This information is useful for when students are on school trips, so we encourage this to be completed.

Student Telephones:

To edit/delete a phone number, click on it.

To edit, make the changes and click 'Save'.

To delete, click 'Delete' at the bottom of the screen.

To add a new number click '+Add Telephone', enter the details and click 'Save' at the bottom of the screen.

Ensure one of the phone numbers has 'Primary' selected.

Student Emails:

To edit/delete an email address, click on it.

To edit, make the changes and click 'Save'.

To delete, click 'Delete' at the bottom of the screen.

To add a new email address click '+Add Email', enter the details and click 'Save' at the bottom of the screen.

Medical Details

Medical Practices:

Selected Doctor's Surgery will have a blue symbol to the right of the address.

To change the selected surgery, click on the symbol to the right of the address so that it changes to blue and click 'Save'.

To add a Doctor's Surgery that is not listed, scroll to the bottom of the screen and write the name and address in the 'Medical Practice Notes' box and click 'Save'.

Medical Conditions:

To add/remove a Student's Medical Condition click on the symbol to the right. Blue symbols are those that are selected and white symbols are not selected. Click 'Save'.

To add a Medical Condition that is not listed, scroll to the bottom of the screen and write a description in the 'Other Medical Conditions' box and click 'Save'.

Disabilities:

To add a Disability click '+Add Disability', enter the information and click 'Save'.

Cultural Information

To select/change the information stored, select the new information from the dropdown boxes and click 'Save'.

Parental Consent

To add/remove Parental Consent click on the symbol to the right. Blue symbols are those that are selected and white symbols are not selected. Click 'Save'.

Adoption	Only select this if the student is adopted from care or left care on a special guardianship order/child arrangements order.
Armed Forces/Services	Only select this if either/both parents are serving in the Regular Armed Forces and therefore the student is a 'service child in education'.
Biometric Cashless Cg	By selecting this you are agreeing to the guidance as set out on pages 11-13 of the 'Information and Consents' booklet (http://www.jmhs.hereford.sch.uk/about-us/admissions/).
Display Student Work	By selecting this you are agreeing to the 'Student Work Display' guidance as set out on page 7 of the 'Information and Consents' booklet (http://www.jmhs.hereford.sch.uk/about-us/admissions/).
Home School Agreement	By selecting this you are agreeing to the guidance as set out on page 5 of the 'Information and Consents' booklet (http://www.jmhs.hereford.sch.uk/about-us/admissions/).
ICT Use	By selecting this you are agreeing to the guidance as set out on page 6 of the 'Information and Consents' booklet (http://www.jmhs.hereford.sch.uk/about-us/admissions/).

LAC	Only select this if the student is a 'Looked After Child' (fostered, residing in a care home, guardianship with an authority).
Mobile Tech Devices	By selecting this you are agreeing to the guidance as set out on page 14 of the 'Information and Consents' booklet (http://www.jmhs.hereford.sch.uk/about-us/admissions/).
Photo-Pupil Internal Use	By selecting this you are agreeing to the 'Internal Use' guidance as set out on page 7 of the 'Information and Consents' booklet (http://www.jmhs.hereford.sch.uk/about-us/admissions/).
Photos-External Use	By selecting this you are agreeing to the 'External Use' guidance as set out on page 7 of the 'Information and Consents' booklet (http://www.jmhs.hereford.sch.uk/about-us/admissions/).
Photos-Sch Publications	By selecting this you are agreeing to the 'School Publications' guidance as set out on page 7 of the 'Information and Consents' booklet (http://www.jmhs.hereford.sch.uk/about-us/admissions/).
Privacy Notice	By selecting this you are agreeing to the guidance as set out on pages 15-17 of the 'Information and Consents' booklet (http://www.jmhs.hereford.sch.uk/about-us/admissions/).
SGO	Only select this if you have legal Special Guardianship Order.
Uniform Agreement	By selecting this you are agreeing to the guidance as set out on page 4 of the 'Information and Consents' booklet (http://www.jmhs.hereford.sch.uk/about-us/admissions/).
Visits-involving transport	By selecting this you are agreeing to the guidance as set out on page 8 of the 'Information and Consents' booklet (http://www.jmhs.hereford.sch.uk/about-us/admissions/).
Visits-Walk Ledbury	By selecting this you are agreeing to the guidance as set out on page 8 of the 'Information and Consents' booklet (http://www.jmhs.hereford.sch.uk/about-us/admissions/).

Contacts

To view/edit/delete contact information, click on the name.

To delete contact, click delete at the bottom of the screen.

To edit, click on links and complete information as below and click 'Save'.

To add contact, click '+Add Contact', complete information as below and click 'Save'.

Contact Information

Update information and click 'Save'

Please note: Only select Parental responsibility if the contact has legal Parental Responsibility. The legal definition of parental responsibility is *having rights, duties, powers, responsibilities and authority which by law a parent of a child has in relation to the child and his property.*

Addresses

To change click '+ Add or Move Address', enter the new address details, including the date from which this is valid and click 'Save'.

Telephones & Emails

Telephones

To edit/delete a phone number, click on it.

To edit, make the changes and click 'Save'.

To delete, click 'Delete' at the bottom of the screen.

To add a new number click '+Add Telephone', enter the details and click 'Save' at the bottom of the screen.

Ensure one of the phone numbers has 'Primary' selected.

Emails

To edit/delete an email address, click on it.

To edit, make the changes and click 'Save'.

To delete, click 'Delete' at the bottom of the screen.

To add a new email address click '+Add Email', enter the details and click 'Save' at the bottom of the screen.

To undo any changes you have made click 'Revert' on the Home page.

Once all changes have been made go to the homepage and click 'Finish Changes', then 'Submit Changes'.

Please note: Once you click 'submit changes' editing capabilities will be disabled. Your change request will be sent to the John Masefield Data team for verification. Once the changes have been verified your account will be enabled for further changes.

If you require further information or are having any problems please contact the Data team on data@jmhs.hereford.sch.uk