

# SIMS Parent App: User Instructions (overview)

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.

## Home Page

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

**Students:** All the students you have Parental Responsibility for at John Masefield High School are listed here. Select the Student that you wish to view information for by clicking on their name. A list of menu options will be displayed to choose from.

Depending on the fields, information can be updated by retyping or changing the slider from blue to white and clicking 'Save'.

**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.

## Important information about the menu options

**Student Information** – this contains basic information such as the student's name, preferred name and date of birth. You are unable to edit the student's legal name, if this is incorrect please contact the Data Team on [data@jmhs.hereford.sch.uk](mailto:data@jmhs.hereford.sch.uk)

**Address** – this is the student's home address.

**Telephones and Emails** – this is the student's contact numbers and email addresses. This information is useful for when students are on school trips, so we encourage this to be completed.

**Medical Details** – this includes information such as medical practice, medical conditions and any disabilities. There is a list of medical practices and medical conditions but you can add a new one by typing the details in the notes section.

**Cultural Information** – selections can be made for each field.

**Parental Consent** – this section is very important and care should be taken to ensure the correct options are selected and the necessary policies are read.

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 ( <a href="http://www.jmhs.hereford.sch.uk/about-us/admissions/">http://www.jmhs.hereford.sch.uk/about-us/admissions/</a> ).

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 ( <a href="http://www.jmhs.hereford.sch.uk/about-us/admissions/">http://www.jmhs.hereford.sch.uk/about-us/admissions/</a> ).
Home School Agreement	By selecting this you are agreeing to the guidance as set out on page 5 of the 'Information and Consents' booklet ( <a href="http://www.jmhs.hereford.sch.uk/about-us/admissions/">http://www.jmhs.hereford.sch.uk/about-us/admissions/</a> ).
ICT Use	By selecting this you are agreeing to the guidance as set out on page 6 of the 'Information and Consents' booklet ( <a href="http://www.jmhs.hereford.sch.uk/about-us/admissions/">http://www.jmhs.hereford.sch.uk/about-us/admissions/</a> ).
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 ( <a href="http://www.jmhs.hereford.sch.uk/about-us/admissions/">http://www.jmhs.hereford.sch.uk/about-us/admissions/</a> ).
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 ( <a href="http://www.jmhs.hereford.sch.uk/about-us/admissions/">http://www.jmhs.hereford.sch.uk/about-us/admissions/</a> ).
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 ( <a href="http://www.jmhs.hereford.sch.uk/about-us/admissions/">http://www.jmhs.hereford.sch.uk/about-us/admissions/</a> ).
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 ( <a href="http://www.jmhs.hereford.sch.uk/about-us/admissions/">http://www.jmhs.hereford.sch.uk/about-us/admissions/</a> ).
Privacy Notice	By selecting this you are agreeing to the guidance as set out on pages 15-17 of the 'Information and Consents' booklet ( <a href="http://www.jmhs.hereford.sch.uk/about-us/admissions/">http://www.jmhs.hereford.sch.uk/about-us/admissions/</a> ).
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 ( <a href="http://www.jmhs.hereford.sch.uk/about-us/admissions/">http://www.jmhs.hereford.sch.uk/about-us/admissions/</a> ).
Visits-involving transport	By selecting this you are agreeing to the guidance as set out on page 8 of the 'Information and Consents' booklet ( <a href="http://www.jmhs.hereford.sch.uk/about-us/admissions/">http://www.jmhs.hereford.sch.uk/about-us/admissions/</a> ).
Visits-Walk Ledbury	By selecting this you are agreeing to the guidance as set out on page 8 of the 'Information and Consents' booklet ( <a href="http://www.jmhs.hereford.sch.uk/about-us/admissions/">http://www.jmhs.hereford.sch.uk/about-us/admissions/</a> ).

**Contacts** - Please ensure that the contact information for the student is accurate and up to date and that you have a minimum of 2 contacts listed.

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If you require further information or are having any problems please contact the Data team on [data@jmhs.hereford.sch.uk](mailto:data@jmhs.hereford.sch.uk)