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November 2022

Dear Parent / Carer,

Re. Data Collection Sheet

As you may be aware, all schools and academies are legally obliged to supply the Department for Education (DfE) with data on all pupils attending their school via a termly school census. Visit our Privacy Notice <http://www.farlingaye.suffolk.sch.uk/Information/SchoolPolicies/> for how we use pupil information under article 6 of the General Data Protection Regulations.

We have a convenient and secure way for you to make changes where necessary through the SIMS Parent app. Visit the App or Play Store and download **SIMS Parent** to get started. Or login online at www.sims-parent.co.uk

Please note: Any changes need to go through the account(s) registered as the main address of the student on our system.

If you are new to the school you will receive an activation email from **SIMS Parent** in the next day or two, 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.

If you have students in other year groups and have already used SIMS Parent you will not receive an invitation from SIMS Parent. You can login to the app and check your data accordingly. Any concerns with using this please send an email to DataTeam@farlingaye.suffolk.sch.uk

If we do not receive any changes from you by the **end of November**, we will assume that your personal data is accurate and up-to-date. (You can use Sims Parent to check and update your details at any time during the year.)

You can confirm any changes via the Parent App, by reply to the email or by phoning the school.

The SIMS Parent app is being used solely for Data Collection purposes. We continue to use the School Gateway app for you to view your child's achievements, timetable and reports.

Yours sincerely,

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Carmen Cooper
Data Manager