

November 2024

Dear Parent/Carer,

**RE: Annual Data Collection Sheet**

If you are confident that the school has the correct data for your child/children then no further action is required. It is important you inform us of any changes as soon as possible during the school year.

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 <https://www.eastmat.org/Policies-07112019092140/> 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 check your data held by the school, this is called Sims Parent. Download the SIMS Parent app or login online at [www.sims-parent.co.uk](http://www.sims-parent.co.uk)

If you are new to the school this academic year, you will receive an activation email from SIMS Parent, simply click on the link from your tablet, PC or mobile 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. You can login to Sims Parent and check your data accordingly. Any concerns with using this please send an email to [DataTeam@farlingaye.suffolk.sch.uk](mailto:DataTeam@farlingaye.suffolk.sch.uk)

**Once logged into SIMS Parent, if the Data Collection Sheet is not visible, you may not meet the criteria required for submitting changes to your child's account. The Data Collection Sheet is only available to the parent/carer living at the main address of the student on our system. Changes from any other person must be emailed to [DataTeam@farlingaye.suffolk.sch.uk](mailto:DataTeam@farlingaye.suffolk.sch.uk)**

If we do not receive any changes, we will assume that your personal data is accurate and up-to-date. Changes can also be made by email to the Data Team.

**SIMS Parent is being used solely for the Annual Data Collection Sheet.** We continue to use the School Gateway app for you to view your child's achievements, timetable and reports. <http://www.farlingaye.suffolk.sch.uk/Parents/ParentInformationPack/>

Yours sincerely

**Ms C Cooper**  
Data Manager