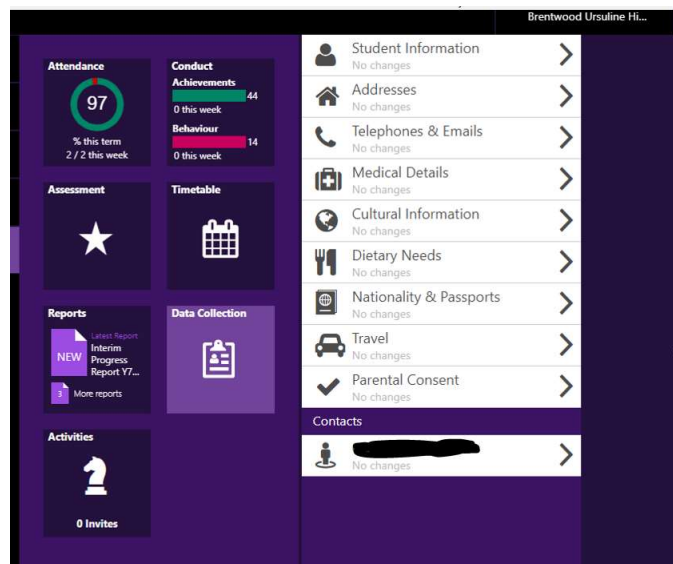


## How to Use Data Collection Sheet in SIMS Parent

**Data Collection Sheet** is a way for parents to review and correct the information that the school holds about pupils, such as home addresses, telephone numbers, medical details and travel information. Please note that any changes you make to the student's information will not happen automatically in our database but will need to be reviewed by one of our administrators at the school. You will receive a notification when your changes have been accepted.

The Data Collection menu is under your Daughter's (or son's) name in SIMS Parent. You must live at the SAME address as your child in order to have access to this menu option.



These are the sections within Data Collection Sheet which show information about the student.

A key section is the 'Contacts' Section which shows you the people with parental responsibility and any other contacts for this student. See page 3 for more info.

### Student Information to be reviewed/corrected

**Legal Name** - Please ensure that the name displayed is exactly as shown on the birth/adoption certificate or any subsequent deed poll.

**Please note that the legal name of the student cannot be amended via SIMS Parent, please contact the school in writing, with any necessary supporting documentation.**

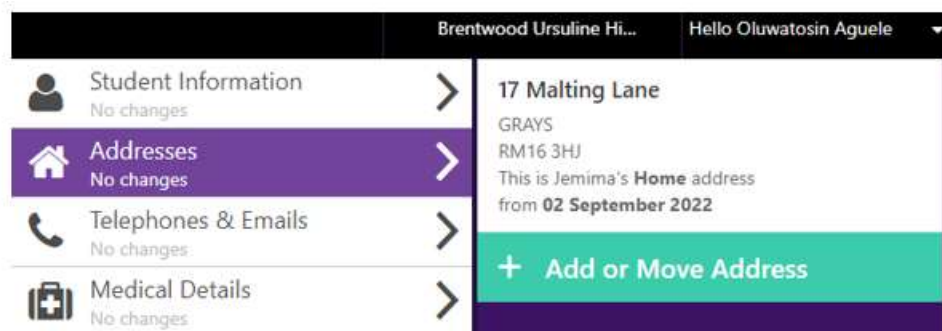
**Preferred name** – Please ensure that if you change this you have discussed it with your daughter (or son) as the teachers will begin to use this name.

### Addresses

There may be one or two addresses listed in this section. All pupils have a home address; pupils who spend time in two alternative homes will have home and 'second home' address.

To correct a mistake in an existing address – click on it and correct the details as required

To move address, click on the add or remove address button on the right-hand side, this will show the date that the move took place.



## How to Use Data Collection Sheet in SIMS Parent

### Telephones and emails.

Students have an assigned BUCHS email address, this should not be changed.




If we have a mobile number on record for your daughter please ensure this is correct.

### Medical Details

Please enter anything you deem relevant to help us care for your daughter (or son) as well as we can while in school. Please include any allergies your child might have. It is important that we have as much detail as possible, and it is also helpful to have copies of letters/ medical documents. If you would like to discuss this please contact the School Nurse.

**Medical Practice** – please ensure that we have the details for your child's GP surgery.

**Medical Conditions** – the ones we have on record for your daughter will be indicated by a tick box. Others can be added in this screen.

 Medical Practices No changes	>	<b>Medical Conditions</b>
 Medical Conditions No changes	>	Abdominal Migraine <input type="checkbox"/>
 Disabilities No changes	>	Acid Reflux <input type="checkbox"/>
		Adenoids <input type="checkbox"/>
		Allergic to apples <input type="checkbox"/>
		Allergic reaction to wasp stings <input type="checkbox"/>
		Allergic to animal hair <input type="checkbox"/>
		Allergic to Beans <input type="checkbox"/>
		Allergic to cats <input type="checkbox"/>

**Disabilities** – we do not use this feature within SIMS but unfortunately, we cannot remove this section from the Data Collection sheet. Please **do not update this section**.

### Cultural Information

Please amend as necessary, using the drop-down options.

 Student Information No changes	>	<b>Ethnicity</b>
 Addresses No changes	>	Black - Nigerian ▼
 Telephones & Emails No changes	>	<b>National Identity</b>
 Medical Details No changes	>	▼
 Cultural Information No changes	>	<b>Religion</b>
 Dietary Needs No changes	>	Christian ▼
 Nationality & Passports No changes	>	<b>First Language</b>
 Travel No changes	>	English ▼
		<b>English as an Additional Language</b>
		No ▼
		<b>Speaks Welsh</b>
		▼

### Dietary Needs

Any Dietary needs we have recorded will be in this section. **Please Note:** it is not necessary to indicate their preferences here, only Dietary restrictions.

## How to Use Data Collection Sheet in SIMS Parent

**Travel Methods** can be updated in the relevant Travel menu. SIMS only stores one method of travel e.g. bus.

### Parental Consent

This section holds information about Parental Consent.

Brentwood Ursuline Hi...		Hello Oluwatosin Aguele	
Student Information	No changes	<b>Consent Types</b>	
Addresses	No changes	Biometric Recognition	<input type="checkbox"/>
Telephones & Emails	No changes	Copyright Permission	<input type="checkbox"/>
Medical Details	No changes	Data Exchange	<input type="checkbox"/>
Cultural Information	No changes	Internet Access	<input checked="" type="checkbox"/>
Dietary Needs	No changes	Photograph Student and Media Reports	<input checked="" type="checkbox"/>
Nationality & Passports	No changes	Privacy Notice Read	<input checked="" type="checkbox"/>
Travel	No changes	School Visit	<input checked="" type="checkbox"/>
Parental Consent	No changes	Sex Education	<input type="checkbox"/>
		Sports Activities	<input checked="" type="checkbox"/>
		<b>Comments</b>	

### Parental Responsibility in SIMS

We are legally required to record the details of any person with parental responsibility (**PR**) for a child – this is based on legal documentation such as birth /adoption certificates and court orders. Usually, those who have PR should be listed as contact priority (1) and priority (2).

Where a contact who is recorded as having (PR) has this taken away via SIMS Parent or (PR) is added to an existing or new contact - this change **will not be accepted**. For changes to (PR) please contact the school in writing.

We also ask for the details of two additional emergency contacts in case we are unable to contact those who hold parental responsibility – these will be contacts priority (3) and (4). Please ensure you have their consent for their details to be given to BUCHS.

Brentwood Ursuline Hi...		Hello Oluwatosin Aguele	
Contact Information	No changes	Title	<input type="text"/>
Addresses	No changes	Forename	<input type="text"/>
Telephones & Emails	No changes	Middle Name	<input type="text"/>
		Surname	<input type="text"/>
		Gender	<input type="text"/>
		Relationship	<input type="text"/>
		<input checked="" type="checkbox"/> Parental Responsibility	
		Priority	<input type="text"/>

These fields show the name of contact, the relationship to the student and the PRIOTIRTY of the contact.

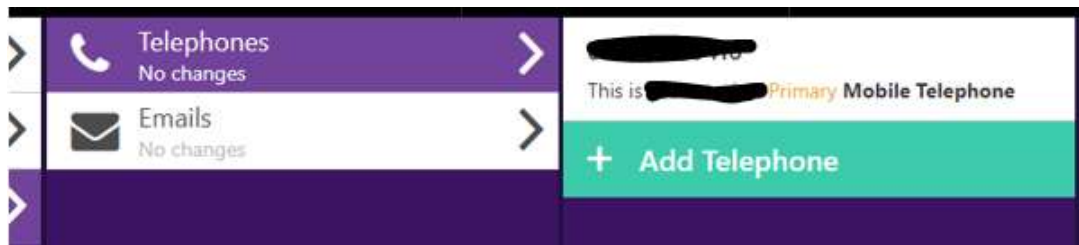
## How to Use Data Collection Sheet in SIMS Parent

### Contact Addresses

You can use SIMS Parent to notify us of a change of address for the contacts with (PR). We do not need addresses for contacts without (PR); only telephone numbers.

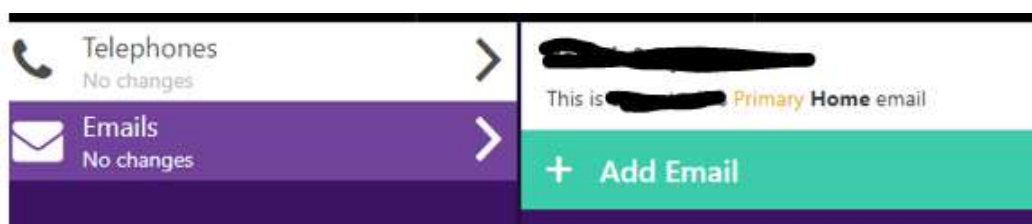
### Contact Telephone

Please use SIMS Parent to advise us of any changes in your Telephone number(s) and those of your Emergency contacts.



### Contact Email

As a parent, your primary email is the one BUCHS will use to communicate with you by email and it is also linked to your SIMS Parent account. If you wish to change your primary email address you can this but please also email the Data Manager at [jbrown@buch.s.co.uk](mailto:jbrown@buch.s.co.uk). Further email addresses such as work emails can also be reviewed or added in this screen.



### Finishing the Data Collection Submission.

If there are no changes to be made to the information held use 'Confirm No Changes' Otherwise press use the Save button and Finish Changes, which will submit your updates to the school for processing. You will not be able to submit further changes in the meantime.



Thank you for reading this guide.