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Head of School: Mrs V Rahn

11th November 2019

Dear Parent / Carer

I am writing to inform you of the recent work we have been doing to further develop our behaviour systems and policy. I am keen to emphasise that the need for this work is to support the continued improvements in student behaviour and conduct across the school. I am confident that these changes will support the learning and wellbeing of all our learners.

We are aiming to provide a clear behaviour system rooted in our values of Respect, Excellence and Friendship and are seeking to promote, acknowledge and reward students for demonstrating these. I have listened carefully to the comments from staff, students and parents over the course of the last year. These comments have contributed, along with our observations, to the identification of areas where we still have improvements to make. I am pleased to report that we have made a lot of progress in terms of student conduct around the school and with the behaviour in lessons throughout the year, as I shared with you in the newsletter dated 24.10.19. Our revised policy is based on the principles and systems of another school within Areté Learning Trust with whom we have been working closely and who have supported us in this process. The policy is available on our school website. We have also delivered specialist training to all staff that will enable a consistent and skilful approach in building positive relationships centred around the three rules of Respect, Ready and Safe.

I have attached an overview of our revised rewards and consequences system. We aim to keep this simple and clear for all; it will replace all previous systems. Staff will record behaviour events on our SIMS MIS system and information about how parents can access this through the SIMS parent app is also attached. Please note that from 18th November we will no longer be using classcharts and the parent app will be up and running from that date. Over the next few weeks we will be focusing on our values and rules and we will be informing all students of the changes to our systems in a series of assemblies and in tutor groups.

If you have any further questions about our behaviour system or SIMS parent app then please contact Mr Stewart, Assistant Head for Standards and Behaviour. Mr Ient, MIS manager, will provide details this week of an information drop in session for any parents needing further guidance with the activation of the SIMS parent app.

Yours sincerely

Mrs V Rahn
Head of School

SIMS PARENT GUIDE

A GUIDE TO SETTING UP AND USING SIMS PARENT



1. We will send you an activation email to your chosen email account. Simply click on the link from your tablet, PC or smartphone to activate your account. (Email will be from noreply@sims.co.uk - please check your SPAM or Junk folder if you cannot find it).
2. You can then login using your normal **Facebook, Twitter, Google** or **Microsoft** username and password (the SIMS I.D option if for staff only). You will be asked a date of birth for one of your children at the school. You have now registered for SIMS Student. **You will then be sent to a link for SIM Parent.**
3. On your smartphone or tablet, download the app from the Google Play or Apple App store.
4. Once you have registered (steps 1 and 2). You can access SIMS Parent using a web browser via quick links on our website: <https://www.northallertonschool.org.uk/>

Step by Step Guide to set up SIMS parent

1. You will receive an email from Capita SIMS (noreply@sims.co.uk). If you cannot find this email, then please check your junk folder and ensure that it has not been marked as SPAM. The email will contain a unique registration code and link to enable you to register.

2. Open the email and click the link as instructed. A new internet browser window will open and you will be asked to sign in

3. Select an existing account of your choice with which you would like to register, You can use an existing account (e.g. a Hotmail, google, Facebook) or create a new one online. They are free and easy to set up and you can use any valid email address and password.



(SIMS I.D is for staff use only)

4. You will now be asked to enter your Invitation Code. If you were able to use the click this link in the email then the code field will automatically be populated, if not then use copy and paste to take the code from your original email. Select REGISTER

5. You will then be asked to for the date of birth for one of your children at the school in the format of DD/MM/YYYY (e.g. 22/05/1997)

6. You have now registered for SIMS parent, you can either access SIMS parent through via quick links on our website <https://www.northallertonschool.org.uk/> or download the app to your device via your app store.



SIMS Parent
Capita plc

7. You will be asked to sign in using your chosen login account details.

Once you have the **SIMS Parent** you will have access to:

- School term, inset dates and contact details available at the click of a button
- Information regarding attendance, behaviour and achievement.
- Access your child's school report
- Receive notifications to remind you about important information such as key dates for your diary
- Update **your** contact details, so we always have the most up-to-date information - **Please keep your contact details up to date in case of emergency**
- If you have more than one child at school, you will have access to information for all your children, from the same app.

To update student details:

- Click on the student that you wish to update the details for
- You can now update the following information for the student: Addresses, Medical Details, Cultural Information, Dietary Needs, Nationality and Parental Consent
- Once you click Submit Changes the information will be sent to the school to approve. During this time, Data Collection will enter a read-only state where you can still view your child's record but will not be able to alter it. The data for the child will still reflect its original state until the school has approved the changes.
- You will receive an email confirmation once the school has approved your changes.
- You can update the data collection sheet at any time throughout the year.

Data Protection Act 2018: The school is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and with your national government.



