

2<sup>nd</sup> December 2020

Dear Parent/Carer

### **Yr 8 SIMS Student Account**

Tomorrow we will be inviting Year 8 students to activate their 'SIMS Student' accounts. These are similar to the Parent SIMS in that they will be able to view key information stored in SIMS about themselves e.g. timetable and attendance. Crucially they cannot change the data stored on our systems (name or address), these can only be changed by those with parental responsibility.

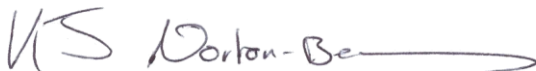
The timeline for activating their accounts is:

- Thursday 3<sup>rd</sup> December: Invite emails sent to their school email account.
- Thursday 3<sup>rd</sup> – Friday 18<sup>th</sup> December: Activating their account during IT lessons.

When activating their accounts, it is important that students use their Office 365 logins which are identical to the login details they use to login to computers in college. If they wish, there is a SIMS Student app for iOS and Android they can download so that they can access information on their phone. Their IT teachers will walk them through the process in their next lesson so there is no need for them to act on the email immediately when they receive it.

One of the key features of them having this account activated is in choosing their options next term. This year we are using the SIMS Options Online system for the first time when Year 8 choose their options and more information about this process will be sent home at the start of January.

Yours faithfully



Dr KJ Norton-Berry  
Assistant Principal