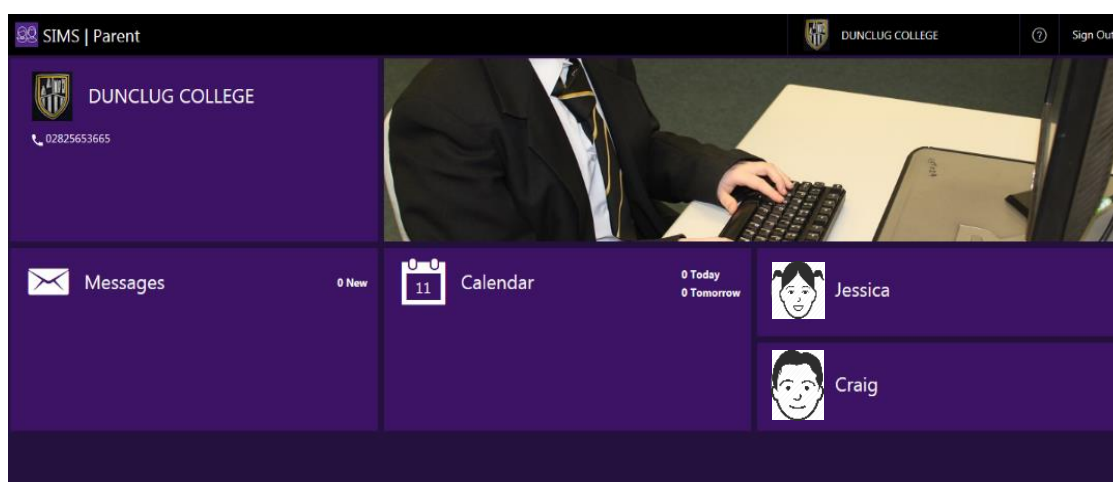


January 2018

Dear Parent/Carer

The college has recently made a commitment to improving our level of communication with you by purchasing SIMS Parent App. We see this purchase as a positive step in supporting you to support your child. You will be able to view, through your smart phone, tablet or online format on PC, various aspects of your child's schooling including timetable, attendance, merits and reports. There will be a phased release of these various elements, and subsequent additional aspects, to allow for familiarisation. The reduction in postage will help us to be more environmentally friendly and reduce our carbon footprint as well as minimising unnecessary costs.



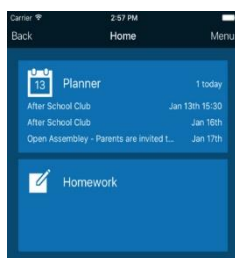
At this stage it is important to point out that **should you prefer to receive tracking reports in hardcopy and not wish to opt in to the ParentApp system we will continue to send you out all necessary documentation in the traditional way.** Indeed, at key times in the year all parents will receive some documentation in hardcopy whether they are using Parent App or not.

**If you wish to use Parent App the college must be aware of your active email address.** At this stage we have only permission to use one email address per child. We are aware of situations where two parents receive documentation to different addresses. If this is an issue for you and your child let us know and we may be able to provide hardcopy and still make use of ParentApp.

A letter was sent home to request your email addresses but contacting the college by telephone or via a note to the form teacher will allow us to update our records.



**If you have not already done so, please contact the college and provide your email address.**

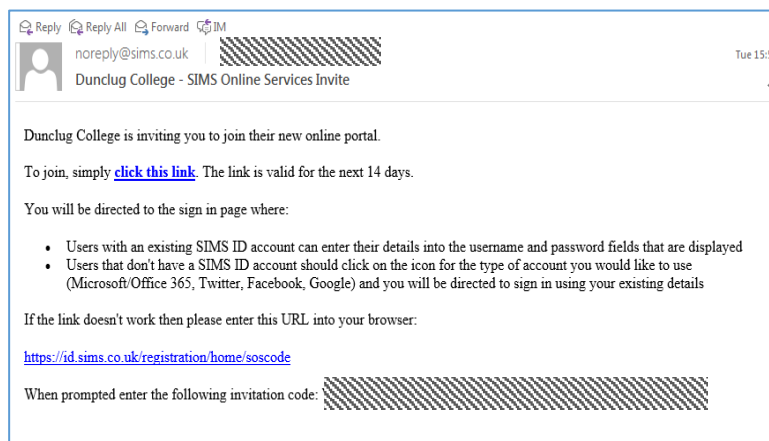


## Student App

In addition to Parent App we plan to use **Student App** which is designed for use by your child. This can be downloaded in a similar way and your child will be able to access this using their C2k email address and password. Initially, using their smartphone, tablet or PC, your child will be able to check their timetable and receive announcements, with further developments to follow. Student App will be released to pupils over the next few weeks.

## What happens next?

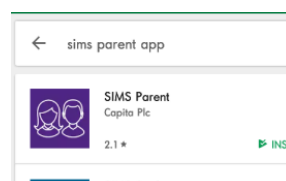
When activated by the college ParentApp will contact you through your email address. **You will receive an email similar to the one shown here which has a link for you to click to complete the registration.** Easy to follow steps are provided after this and you should be able to complete the process. Once activated you have two methods by which you can access Parent App.



### Method 1



Smartphone and App – ParentApp is available to Android or Apple users. You can download the ParentApp from Google Play or the Apple App store. Search for SIMS Parent App, select the icon shown and download as usual. You can then log in using your email username and password.



### Method 2

Website – Using the URL below you can access the Parent App website and sign in using your email username and password. Once you have found this webpage we recommend saving it to your favourites or favourites taskbar to make it easier the next time you wish to use it.

<https://www.capita-sims.co.uk/products-and-services/sims-parent-app>

We are very excited about this new development at Dunclug College. We will be monitoring its progress over the next few months. Whilst we have limited control over the App itself or your email provider please contact us should you have problems and we will endeavour to provide additional guidance.

Yours sincerely

Mr J McClintock

Director of Evaluation and Development

Mr N Oliver

Principal