

Poltair School

Trevarthian Road
St. Austell
Cornwall
PL25 4BZ

Headteacher: Mr Mark Everett



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10th October 2023

Dear Parent/Carer

Re: SIMS Parent App

In order to ensure that we hold accurate and up-to-date information about your child(ren), we use the 'SIMS Parent App'. This app enables you to review the current details recorded on our database and also allows you to notify us of any changes.

New to SIMS Parent App

If you don't already have an account, you will shortly receive an email inviting you to create one. The attached guide will help you to do this and hopefully answer any questions you may have.

Once you have successfully completed setting up your account, please can we ask that you take a few minutes to review the information held about you and your child(ren) for accuracy and completeness. You will then be able to submit any amendments or additions to these details via the app or online through the SIMS Parent website.

Already have SIMS Parent App

You should already be able to see your child(ren) listed within the app. Please can we ask you to once again review the information held for accuracy and completeness and amend any details where necessary. Please can we ask that if all of the information is correct, you still select 'Confirm No Changes' as it is really helpful for the School to be aware that the data has been checked and is correct.

We would also like to take this opportunity to remind you of our expectation which is to have a minimum of two contact persons recorded should we need to contact you in the case of an emergency. This requirement is in accordance with the guidelines outlined in the document 'Keeping Children safe in Education' and a copy of this can be viewed on our website.

Should you have any questions or concerns, please do not hesitate to contact us via secretary@poltair.cornwall.sch.uk

Thank you for your continued support.

Yours sincerely

Mrs J Kellow
Assistant Headteacher