

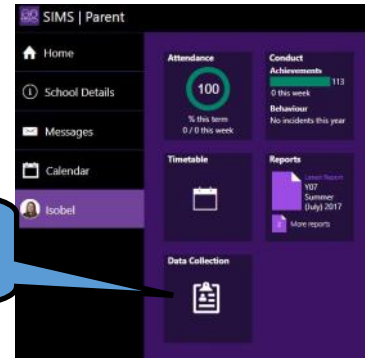
It is vital that we have up to date information for your child so that we can contact you quickly in an emergency, we can keep you up-to-date with important information, we know of any medical conditions your child may have and we are aware of your wishes with regard to certain activities—photography, biometrics etc. Use the Data Collection option in SIMS Parent to check and up date your details.

Access the Data Collection Screens

- Logon to SIMS Parent (either in the mobile app or at www.sims-parent.co.uk)

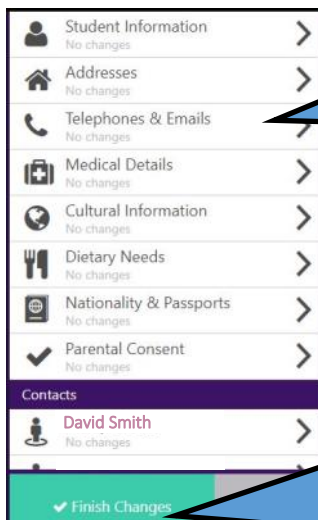


Click your child's name to see their details



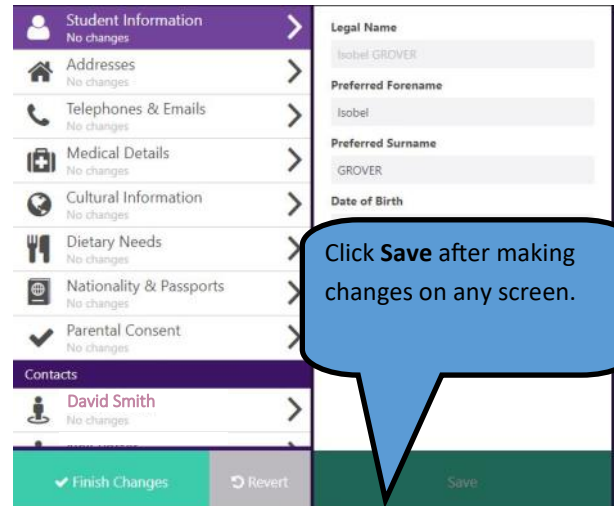
Click Data Collection

Check and update your details



Click each of the menu items in turn to check and update the information held.

Once all screens have been checked/updated click **Finish**.
If you have not made any changes click **Confirm** to confirm that the information is correct.



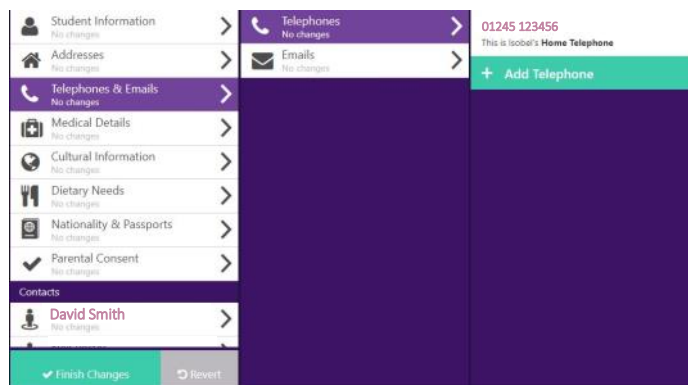
Click **Save** after making changes on any screen.

Please click **Confirm** if you have not updated any details—that way we know they have been checked. Once you have clicked Finish or Confirm the Data Collection option will not be available until the changes have been reviewed by Boswells Staff. You will receive a notification when the review has been completed.

Important note regarding student details and telephone numbers

Information in these sections relates to the **student only**

Information in this section relates to the **student's contacts**



Telephone numbers and e-mail addresses entered here are those of the **student** and should only be home telephone numbers. We do not store mobile numbers or e-mail addresses of students below Year 12.

Contact e-mail addresses and telephone numbers should be checked on the relevant contact tab.