



High School

Cheslyn Hay Sport and Community High School



Saredon Road Cheslyn Hay Staffordshire WS6 7JQ
Telephone 01922 416024 Facsimile 01922 414411
Email headteacher@cheslynhay-high.staffs.sch.uk
Website www.cheslynhay-high.staffs.sch.uk

Headteacher Mrs N Crookshank BA (Hons) MA

Dear Parent

Re: Parental Online Reporting/SIMS Learning Gateway

We have an exciting development that allows parents secure remote access to important information about their child via an online website.

As the parent of a student at Cheslyn Hay Sport and Community High School you can log into the 'SIMS Learning Gateway' website and access information which includes 'live' attendance data, contact details and assessment data (including most grades and other information that appear on the reports that are issued during the year). The system is only accessible by entering a username and password which is unique to each parent and you can only view data for your own child(ren). Please note that we only create log-in details for those who have parental responsibility and who request an account. An application can be made by a parent who is the primary contact (i.e. has residence and day-to-day care) and/or by a parent who lives at a separate address to his or her child but who has parental responsibility for them.

All accounts are created on a request basis. If you would like to have an account please fill in the reply slip below, ensuring that all the requested information is completed in order to avoid any delays. If you have more than one child at the school only return one slip, as only one account is needed (but please do ensure that you list all of your children on the slip). These slips should be returned in a sealed envelope to the main reception or by post to Mr K Jobson, ICT Development Manager as soon as possible.

Following receipt of the slips, and any other relevant information needed to process the request, usernames and passwords will be issued in due course by email to you using the email address given on the reply slip at the end of this letter. An active email address is required in order for a SIMS Learning Gateway Account to be created but please let us know on the reply slip if you would rather your username/password was posted. Guidance on the use of the website will also be provided.

I trust you will find the Learning Gateway a useful tool. If you have any queries about the service please contact me using the main School contact number 01922 416024. Queries can also be emailed to jobsonk@cheslynhay-high.staffs.sch.uk.

Yours sincerely

Mr K Jobson
ICT Development Manager



Notes / Summary:

- Only *Parents or Legal Guardians with parental responsibility* are entitled to apply for a SIMS Learning Gateway account to view that child's data.
- Only you, your child and authorised school staff can access this data about your child via the Gateway. A *Parent/Legal Guardian* cannot see any contact information about another *Parent/Legal Guardian* or any other child.
- Your data and that of all children is managed by the school in conjunction with Staffordshire County Council. This is held securely on our servers. We take the security of this data very seriously and all sensible measures have been taken to safeguard this information.
- When you connect to SIMS Learning Gateway, data is transmitted using security encryption.
- You are able to change your password at will to maintain the security of your account.
- The School reserves the right to refuse to supply an account or to withdraw SIMS Learning Gateway access from individuals where it believes appropriate to do so.

**Please return slips in a sealed envelope via post or the main reception to:
Mr K Jobson, ICT Development Manager, Cheslyn Hay Sport and Community High School**

Re: SIMS Learning Gateway Account

I have read the SIMS Learning Gateway launch letter and wish to have an account created for my use. I understand that Cheslyn Hay Sport and Community High School takes all sensible measures regarding data protection and accept that once issued it is also my responsibility to use the service appropriately and to keep my username and password details secure. I will contact the School immediately if I believe my account security has been compromised in any way.

I also confirm that I hold legal/parental responsibility for the students listed below.

Parent / Legal Guardian Signature:
Please print:

Email address:

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(This is required in order to create an account and will be used to send out your username/password)

Print name:.....

Student Name(s):.....**Tutor Group:**.....

.....**Tutor Group:**.....

.....**Tutor Group:**.....