

# Parental Consent Reference & User Guide



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Please carefully read all of the information detailed in this document along with your child before confirming your consent via the SIMS App.

This document is purely for your reference to give you and your child an understanding as to what you are consenting to.

You are not required to sign or return this document – all responses will be recorded via the App.

Thank you for your assistance with this process.

# Have you downloaded the *new* SIMS Parent Lite app?

Review and request  
changes to the data  
held on you and your  
children direct from  
your phone.



Once you've received your invitation and registered, simply visit the App or Play Store and download SIMS Parent to get started.

Or login online at [www.sims-parent.co.uk](http://www.sims-parent.co.uk)

Ask your school for more information.

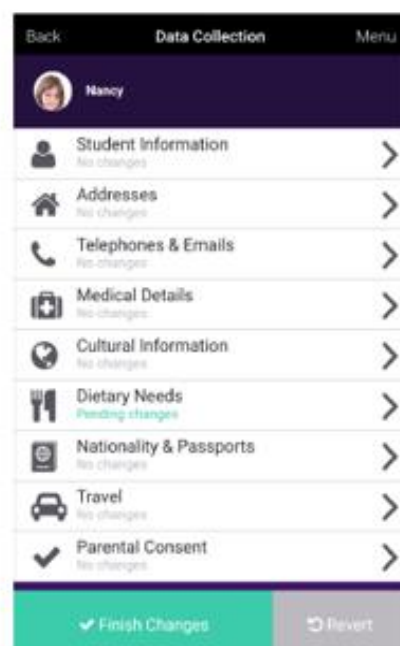


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# SIMS Parent App Instructions

## *How to use the App and provide online Consent*

### **Existing Users:**

Those of you who have registered previously should go to [www.sims-parent.co.uk](http://www.sims-parent.co.uk) or access the **SIMS Parent App** on your mobile device to check the data and make any changes. If you have forgotten your password please use the forgotten password facility on the website.

### **New Users:**

If you have not previously registered, you will shortly be sent an invitation, via email, to register with the **SIMS Online Services Portal**. Follow the instructions in the email to register.

Your email invitation to register will come from [noreply@sims.co.uk](mailto:noreply@sims.co.uk) so please keep an eye on your SPAM/JUNK Mail box. The link to register is valid for fourteen days.

Once registered, you will then be able to download the SIMS Parent App. Here, you will be able to check your contact details for your child/children and make any changes. You will not be able to see any other contact details recorded for your child/children. Should you not want to download the App, you can still do all of this via the website by visiting [www.sims-parent.co.uk](http://www.sims-parent.co.uk).

### **Why are we doing it electronically?**

- Security of information – this will prevent loss of data through pieces of paper being left around
- Accuracy of information – by removing the need for staff to type in new information we can ensure the data recorded is precise
- Prompt response to changes – it should only require staff to click to authorise a change before it happens
- Audit trail of changes – the system will tell us what changes were requested, when and by whom
- Clarity of information – staff won't have to interpret handwriting on forms

# Supporting / Reference Documents

***Please note that you are required to give your consent for each section (via the App or website)***

Over the following pages, you will find a brief description as to what we are asking you to give your consent to. In most instances, the “Consent sections” herein are taken from a more detailed document for each area, which covers at greater depth, our expectations of our students with regard to acceptable behaviour, acceptable use, Codes of Conduct, etc. These documents in their entirety formed part of your child's Admissions Pack, which both you and your child would have signed and returned a copy of prior to them joining us. Should you wish to refer to each document in full prior to refreshing your consent, but do not have your original copy to hand, please do not hesitate to contact us and we can arrange for you to receive this. Alternatively, all supporting documents can be found in full, on our website. Please click or copy the following link which will take you straight to them:

[https://www.buckinghamsschool.org/\\_site/data/files/files/Consent%20Forms%20Booklet%202020.pdf?pid=55](https://www.buckinghamsschool.org/_site/data/files/files/Consent%20Forms%20Booklet%202020.pdf?pid=55)

## **1: Biometric Consent (Cashless Catering System)**

Our Cashless Catering System improves our ability to serve food quickly and efficiently, reduces the amount of cash circulating within school and makes the process of getting a school lunch easier. It is also convenient for you as lunches can be paid for in advance, online.

The Live Register system uses the latest biometric technology to scan the student's finger print. This generates a unique number in the system to identify your child and allow them to spend money from their cashless account. The fingerprint image is not stored and cannot be used by any other system. For further information, please refer to the full information document on our website.

### **Parent / Carer Consent:**

I hereby give consent that my child can be registered into the Cashless Catering System using a biometric scan of their thumb/finger print.

I understand consent may be withdrawn by writing to the School at any time.

## **2: Emergency Salbutamol Inhaler Consent**

This refers to your child's medical condition.

### **Parent / Carer Consent:**

Should the need arise, I consent to my child to use the School's Emergency Salbutamol Inhaler, using a spacer if and when required.

## **3: Internet Access and Email Consent**

### **Student Consent:**

- As a user of the School Network, I agree to comply with the school rules on its use. I will use the network in a responsible way, for school work only and I will observe all restrictions imposed by the School.
- I agree to abide by the IT Acceptable Use Policy for Students.
- I understand that any photographs of other people are also personal items of data and are not mine to communicate, publish or share.
- I promise that I will use the computer system and internet in a responsible way and obey these rules at all times, and understand that I will be held accountable for my own actions.

### **Parent / Carer Consent:**

- I have read and understand the School rules for responsible IT use and the IT Acceptable Use Policy for Students and, as the Parent / Carer of the student named, I give my consent for my child to use the internet, email and other IT facilities at School.
- I understand that the School will take reasonable precautions to ensure that students cannot access inappropriate materials, but accept that ultimately, the School cannot be held responsible for the nature and content of materials accessed through the internet.
- I accept responsibility for setting and conveying standards for my child to follow when selecting, sharing and exploring information and media, and acknowledge that he/she will be deemed to be accountable for their own actions.
- I agree that the School is not liable for any damages arising from use of the internet facilities.

#### **4: Use of Images Consent**

Occasionally, we may take photographs of children at School. We may use these images in our School Prospectus or in other printed publications that we produce, as well as on our Website, on Social Media or on project display boards around the School. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

From time to time, our School may be visited by members of the press or other social media outlets who will take photographs or film footage of a visiting dignitary or other high profile events. Students will often appear in these images, which may appear in local newspapers.

Please note that the press are exempt from the Data Protection Act and may want to include the name and personal details of children and adults in the media. Please also note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.

#### **Parent / Carer Consent:**

I hereby give consent for each of the following:

- Using an image/images of my child on The Buckingham School's Website
- Using an image/images of my child on Social Media
- Taking video/webcam footage of my child
- Using an image/images of my child in printed publications such as the School Prospectus or on display boards around the School
- Using an image/images of my child in the Media

I understand consent may be withdrawn by writing to the School at any time.

## **5: Learning Resource Centre Consent**

### **Student Consent:**

As a student of The Buckingham School, I agree to comply with the Learning and Resource Centre Code of Conduct and Rules.

I will use the computers in the Learning Resource Centre in a responsible way, for schoolwork only and I will observe all restrictions imposed by the School. I agree to abide by the IT Code of Conduct in this respect.

I have read and understood my responsibilities with regards to the borrowing and returning of resources within the Learning Resource Centre.

I will be a trusted member of the School community and use the resources available to me in a responsible way, obeying the rules at all times and understand that I will be held accountable for my own actions.

### **Parent / Carer Consent:**

I have read and understood the Learning Resource Centre Code of Conduct and Rules and as the parent/carer of the student named, I grant permission for them to access and use the resources available to them.

I understand that any resources that are lost or badly damaged by my child will need to be replaced and agree to pay for the replacement of these items should the situation arise.

I accept responsibility for conveying the importance of following school rules to my child and also for ensuring they understand, acknowledge and accept that they are deemed accountable for their own actions.

## **6: Multi-Stage Fitness Test Consent**

This is a maximal cardio-vascular Endurance test that measures VO<sub>2</sub> max (the body's ability to utilise oxygen). This test should not be attempted by students with heart conditions.

Students with Asthma should have their inhaler with them at all times.

### **Parent / Carer Consent:**

I hereby give consent for my child to participate in the Multi Stage Fitness test. I understand consent may be withdrawn by writing to the School at any time.

## **7: School Visits Consent**

Although most of your child's learning takes place in the classroom or in other school premises, from time to time worthwhile educational opportunities are available to enhance this learning away from the school site.

Where this is a specific event or an organised trip or visit, you will be given full details and your consent required before your child can participate.

However, other activities occur from time to time during normal lesson arrangements, which could not be classified as a trip or special event, but do mean supervised groups leaving the school premises. Examples of these are visits to other schools within Buckingham, field studies or surveys of Buckingham, interviews or questionnaires with employers or residents and sporting events or matches.

Writing for your consent on each of these occasions would be time consuming for us all.

If you are happy for your child to participate in such occasional events and to give your medical consent in the case of an emergency illness, could you please sign where indicated.

### **Parent / Carer Consent:**

I hereby give consent for my child to participate in such occasional events as described above and give medical consent in the case of an emergency illness. .  
I understand consent may be withdrawn by writing to the School at any time.



## **8: Youth Services Support Agreement**

Once our pupils reach the age of 13, we are legally required to pass on certain information about them to Connexions, as it has legal responsibilities regarding the education or training of 13-19 year-olds.

This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

Parents/carers, or pupils once aged 16 or over, can contact our data protection officer to request that we only pass the individual's name, address and date of birth to Connexions.

### **Parent / Carer Consent:**

I have read and understood the Youth Services Support Agreement and as the parent/carer of the student named, I understand the School has a legal obligation to pass on information regarding my child.

**Consent to all sections given by notification  
on the SIMS App**