



28<sup>th</sup> April 2017

The SLG (Sims Learning Gateway) for parental access.

The SLG allows parents/legal guardians secure remote access to important information about their child via an online website. As the parent/legal guardian of a student at North Walsham High School, you can log into the 'SIMS Learning Gateway' website and access information which includes student timetables, contact details and assessment data.

The system is only accessible by entering a username and password, which is unique to each parent/legal guardian and allows them to view data for their own children.

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.

If you would like to have an account, please fill in the reply slip attached 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, please only return one slip, (but please do ensure that you list all of your children on the slip). These slips should be returned to Reception.

Following receipt of the slips, usernames and passwords will be provisioned and issued. We are expecting a high volume of requests so please bear with us during this busy time.

An active email address is required for a SIMS Learning Gateway Account to be created, in order for a parents/guardian to undertake a self-service password reset should you forget your login in the future.

We will be providing a training session to parents shortly. Further information on this will follow in due course. For guidance on how to use SLG once you have received your login, please see the user guide on our website, which will be located under the 'Guide To Online Services' link.

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**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 North Walsham High School takes all reasonable measures regarding data protection and accept that, once issued, it is 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 confirm that I hold legal/parental responsibility for the student/s listed below.

Child 1..... Tutor group..... Child 2..... Tutor group.....

Child 3..... Tutor group..... Child 4..... Tutor group.....

Signed..... (parent/legal guardian)

Print Name.....

Email address .....

**Please note that an account will only be created if this form is signed.**