

Parent Lite – SIMS Parent

Dear Parent/Carer,

At Quest Academy we use a system called Parent Lite. The system it is in replacement of paper-based data collection sheets that used to come out yearly, for you to update your current information.

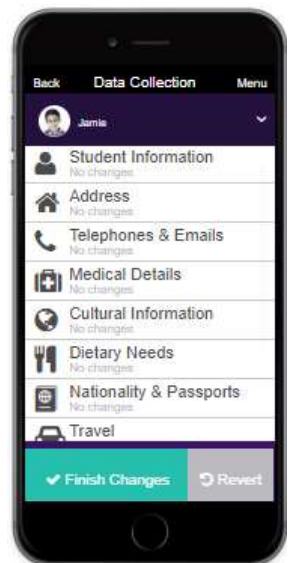
Why we use it?

This system enables you to alter personal information in a much more secure way, preventing your data from being potentially leaked or paper copies being accidentally misplaced and therefore is much safer to be done online. This is also better for the school as we are able to find the necessary information about your child much quicker than if we had paper copies and had to go through filing cabinets with a heavy amount of information stored within. Overall it is much more efficient and secure for both the school and you.

How easy is it to use?

The system will look somewhat like the image to the right, dependant on the phone you have. It will ask for:

- Student Information
- Address
- Telephones and Emails
- Medical Details
- Cultural information
- Dietary Needs
- Nationality and Passports
- Travel
- Parental Consent and Contacts.



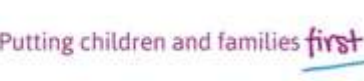
Please see attached Step-By-Step guide to using the system. The information will be collected on first sign in, after this point you can sign in whenever you need to update the information.

If you encounter any difficulties assistance will be available at the Christmas Fayre on **Friday 15th December, 2 – 3:30pm.**

Kind regards,

Toni-Anne Eagles

Art Teacher, Admissions and Timetable Coordinator



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