

Dear Parent/Carer

We want to let you know about some important changes, which will be made from October, to our school Management Systems, these include:

- SIMS Parent
- Homework and Parent Portal

### SIMS Parent

This is a convenient way for you to **access, review and request changes** to the data held on you, your children, as well as see key term dates. You will be able to access our new parent app and website at your own convenience via smartphone, tablet or PC – anytime, anywhere.

What you will find in SIMS Parent:

- Access to update your contact details, as well as all other contacts listed on your child's record, so we always have the most up-to-date information in case of emergency.
- If you have more than one child at school, you'll have access to this information for all your children, from the same app.

### Getting started with the SIMS Parent

1. We will be sending you an activation email to the email we have on record for you. Simply click on the link from your tablet, PC or smartphone to activate your account. If we do not have your email, please let us know by returning the slip below. (*Please note: parents must have individual email addresses*)
2. You can then login using your normal **Facebook, Twitter, Google** or **Microsoft** username and password.
3. From your smartphone or tablet, download the app from the Google Play or Apple App store - search for **SIMS Parent**.
4. From a PC or Windows phone, login online at [www.sims-parent.co.uk](http://www.sims-parent.co.uk)

*Please note that your activation email is unique to you and should not be used by anyone else. If you require an additional login, then please contact the school. Your activation email will expire after 14 days if it is not used, please contact the school if you require a replacement after this date.*

### Homework and Parent Portal

We are also launching a new Parent Portal to enable Parents to access your child's homework, timetable and school notices. In order to access the Parent Portal, you will need to ensure (you can check on SIMS Parent) that we hold your current email address.

To access your account for the first time:

1. Go to <https://vle.abbey.kent.sch.uk>
2. On the login page select the **Forgot Password** link
3. You will be prompted to enter your email address (this should be the email address you have previously supplied the school as contact email) and click **Submit**.
4. Check your email inbox for an email from Frog (you may need to check the spam folder, if the email does not appear).

5. Follow the email instructions to login, you will now see on the login screen the password reset form.

**NB:** Your username will be in the following format 'Forename.Surname'

All homework is now set on Frog, you will be able to see a summary of your children's tasks from the Homework section.

The parent portal will also contain:

- School letters
- A noticeboard informing you of the latest news
- Term dates
- A school calendar with parents evening, performances and other important dates.

A mobile app for the things you do every day, with push notifications.

The app is available from both the **AppStore** and **PlayStore**.



The schools VLE web address is: [vle.abbey.kent.sch.uk](http://vle.abbey.kent.sch.uk)

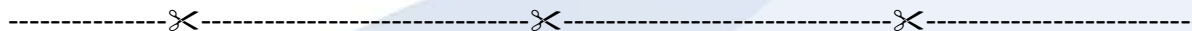
Please contact The Abbey School I.T. Support department for any assistance  
Email. [itsupport@abbeychoolfaversham.co.uk](mailto:itsupport@abbeychoolfaversham.co.uk)

Yours sincerely

A handwritten signature in cursive script, appearing to read 'Dr R Speller'.

Dr R Speller  
Headteacher

*Please return the below slip to the school office if you would like to update your email address.*



I would like you to update the email you have on record for me so that I can receive my SIMS Parent activation email and access the school Parent Portal.

Parents/Carers Forename and Surname

New Email Address

Students Forename and Surname

Form Group

Signature

Date