

9th January 2020

Dear Parent/Guardian

Re: All Years - Emergency contact letter - Sims Parent App

As you are aware, we now use the Sims Parent App to help us maintain accurate information about all of our students.

Please may I request that you take this opportunity to login and review the data that we hold for your child, this includes name, address and emergency telephone numbers.

We recommend that you provide three contacts that we may use in case of illness or emergency. If possible, the third named contact (with phone number) should be somebody that does not live in the family home. This may be a trusted adult or relative that is able and willing to support if necessary. We will only use this contact in the case of an emergency, if there is an unexpected absence or we are unable to reach the primary contacts for the student.

In addition to the information above, the Sims Parent App also allows you to view information on attendance and achievement, as well as viewing your child's latest review grades.

If you have any difficulties accessing the app or have yet to register then please contact our school data team on the following email address: datateam@holt.wokingham.sch.uk

Thank you for your support in this matter.

Yours sincerely



Mrs V Martin
Assistant Headteacher