

SIMS Learning Gateway Guidance



Logging in

Please click below or use the link on the website to access the SIMS Learning Gateway:

<http://slg.prioryschool.co.uk>

Use the username and password provided on your activation letter to log into your account:

The screenshot shows the login interface for the SIMS Learning Gateway. It includes a username field with the text 'prsaparent', a password field with masked characters, and a 'Sign In' button. Below the password field, there are security options: 'This is a public or shared computer' (selected), 'This is a private computer', and 'I want to change my password after logging on'. A link 'Click Here if you have forgotten your password.' is also present. Annotations with blue arrows point to the 'Username' field, the 'Password' field, and the 'Sign In' button.

Username

Password

Click Sign In

Sign In

Security ([show explanation](#))

- This is a public or shared computer
- This is a private computer
- I want to change my password after logging on

[Click Here](#) if you have forgotten your password.

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When you log into the gateway for the first time please reset your password as requested and follow the instructions below to set a security question you can use to log in should you forget your password. You can also use these instructions to change your existing password.

1. Click on My Account Details:

The screenshot shows the 'Parents' page of the SIMS Learning Gateway. The navigation bar includes 'Home' and 'Parents'. The main content area has a sidebar with links: 'SIMS Learning Gateway', 'My Children(s) Dashboard', 'My Account Details', and 'School Details'. The main content area displays 'Priory School > Parent PARENTS SITE' with a 'Click here' annotation pointing to the 'PARENTS SITE' link. Below this is a photo of the school building and a 'Welco' heading. The text below the photo reads: 'Please use the links on Learning Gateway. Und collection forms for eac'.

Home Parents

SIMS Learning Gateway

- My Children(s) Dashboard
- My Account Details
- School Details

Priory School > Parent **PARENTS SITE**

Click here

Welco

Please use the links on Learning Gateway. Und collection forms for eac

2. At the bottom of this page, fill out a security question (such as “What is your mother’s maiden name”) and an appropriate answer. You can also use this page to change your account password.

▼ **Change My User Account Password**

Your new password must comply with this site's Password Policy

Old Password

New Password

Confirm New Password

Use this section to change your current password. Enter your old password and your new desired password twice and click Change

▼ **Change Security Question And Answer**

This Security Question and Answer is used if you ever forget your password

Security Question

Security Answer

Use this section to set your security question and answer. Enter your desired question and answer and press Change

Now you have successfully set up your account you are able to use the SIMS Learning Gateway for the following tasks.

Viewing attendance details

You are able to view attendance details for your child(ren) on SIMS Learning Gateway.

1. Click on the My Children(s) Dashboard link:

Home Parents

SIMS Learning Gateway

My Children(s) Dashboard

My Account Details

School Details

Priory School > Parent

PARENTS SITE

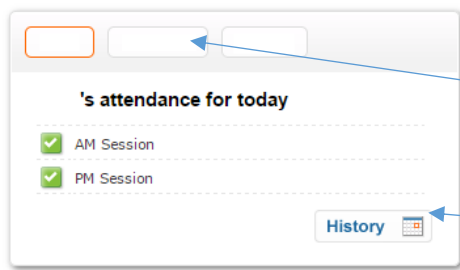
Click here

Welco

Please use the links on Learning Gateway. Unc collection forms for eac

2. Headlines and details of your child(ren)’s attendance for today are shown in the panels at the top. If you would like to view more information and history on your child(ren)’s attendance, under Today’s Attendance, first choose the desired child’s name in the top section and then click History:

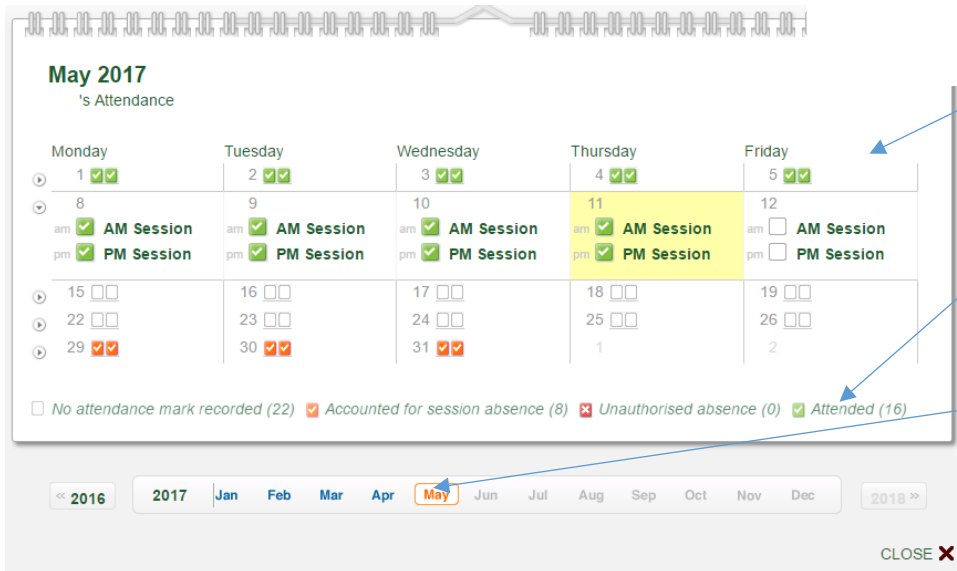
Today's Attendance



The screenshot shows a form titled "Today's Attendance" for a child. At the top, there are two dropdown menus for selecting a child. Below this, the text "'s attendance for today" is followed by two rows, each with a green checkmark and the text "AM Session" and "PM Session". At the bottom right of the form is a button labeled "History".

Choose child here

Click History



The screenshot shows a calendar for May 2017. The calendar grid shows days from Monday to Friday. Each day has a grid of checkboxes for AM and PM sessions. Green checkmarks indicate attendance, and red X marks indicate absence. A legend at the bottom of the calendar provides a key for the marks: "No attendance mark recorded (22)", "Accounted for session absence (8)", "Unauthorised absence (0)", and "Attended (16)". At the bottom of the calendar is a navigation bar with months from Jan to Dec, and a "CLOSE" button.

The attendance marks for the month are shown in the calendar view

Key for attendance marks

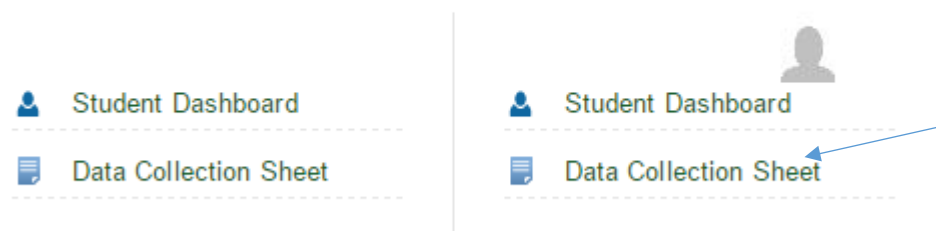
You can look at historic attendance data by going back in the timeline at the bottom of the calendar

Completing a data collection form

Data collection forms must be completed for each child you have a Priory School. You are able to update any details for any of your children at any time. Information is fed back to the school securely and electronically. We may telephone you to confirm that any changes are correct.

1. To complete a data collection sheet, under the "My Children Links" section, click on Data Collect Sheet under the relevant child's name:

My Children Links



The screenshot shows two side-by-side panels. The left panel has two links: "Student Dashboard" and "Data Collection Sheet". The right panel has a profile picture icon above the same two links: "Student Dashboard" and "Data Collection Sheet". An arrow points from the text "Click on Data Collection Sheet" to the "Data Collection Sheet" link in the right panel.

Click on Data Collection Sheet

2. Follow the electronic Data Collection Sheet to the end using the navigation arrows, changing any details using the edit button (the small grey pencil). At the end, you are able to review any changes and click on the Submit button to submit these details to the school:



Welcome

Welcome

Welcome to the data collection wizard. This wizard is designed for you to check and update key information held by the school about your child so that the school have current information on their records.

- Student Details**
Basic details of your child e.g. preferred name, address and date of birth
- Contacts**
Basic details of contacts associated to your child
- Medical**
Medical information eg medical practices and medical conditions
- Dietary & Meal**
Dietary information eg meal choices and dietary preferences
- Ethnicity**
Ethnicity and culture details about your child eg nationality, first language
- Parental Consent**

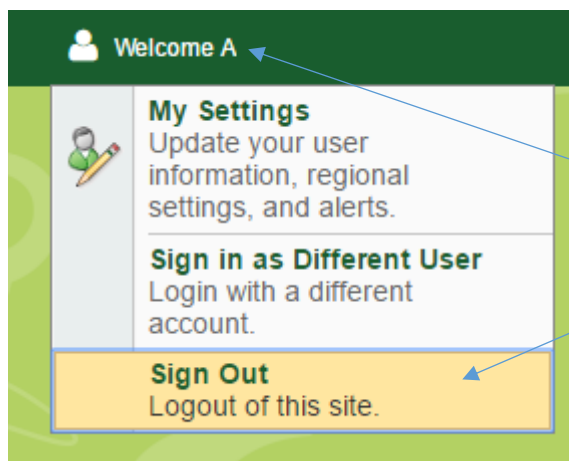
Navigational Arrow



Logging off

The SIMS Learning Gateway will automatically log out after a specific period of time, however when you have finished your session it is advisable to log off yourself.

At the top of the page, click on your name and select Sign Out:



Click on your name

Click on Sign Out

Assistance

If you require any further assistance using the SIMS Learning Gateway, please contact David Powell, Network and Systems Manager, on David.Powell@priorschool.com

Please note that any unauthorised access to data that is not relevant to yourself or your child(ren) is prohibited. Priory School will report any access of this nature to the relevant authorities.