



Harrow Way Community School

SIMS Learning Gateway

Parents & Carers Quick Help Guide

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www.harrowway.hants.sch.uk

1. What is SLG?

SIMS Learning Gateway (SLG) is an Internet-based platform which gives you, as a parent, secure access to your child's personal data from our School Information Management System (SIMS). This will enable you to check their attendance, behaviour incidents, achievements and school reports online from home.

2. How do I get a login name and password?

Access to SLG is strictly controlled and only adults with parental responsibility and students will be allowed access to this data. Each parental contact for each student will be issued with a secure log in via an email from the school.

3. How do I get to the SLG Login Screen?

Click on the link from the School's website, or save <https://slg.harrowway.hants.sch.uk> to your Internet browser favourites.

4. Why should I use SLG?

We believe that SLG for Parents will improve how we share information with parents and help you support your child. Recent national research shows that parental engagement is a decisive factor in improving learner achievement at any age.

5. Is the information secure?

Data security is of paramount importance to us. The platform we are using, SIMS Learning Gateway (SLG), is developed by Capita Education Services. Capita are also the developers of our main SIMS database which stores student and staff data in school, which ensures that the two connect effectively and securely and we can be sure that future changes in SIMS will also be reflected in SLG.

All connections to SLG are encrypted.

It is your responsibility to ensure that your username and password are kept private. Whilst the software has been designed to prevent access to highly personal student data, access to the site must be restricted.

Always log out of the website when you are not using it, otherwise you may leave it open for use by unauthorised people.

6. Who gets access?

Any parents and carers with parental responsibility of a student at Harrow Way will be issued with log in details to access SLG.

7. What information will be displayed about my child?

You will be able to view live data regarding your child's:

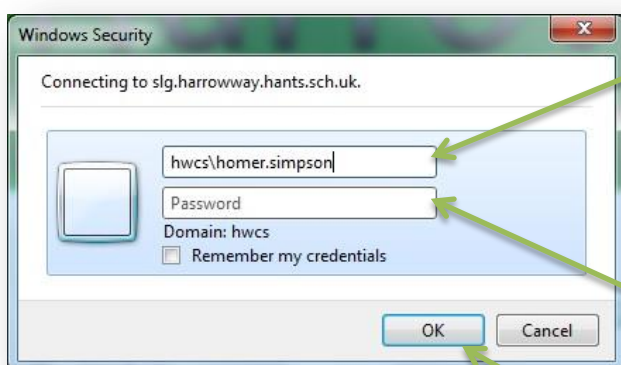
- Core details (contact and welfare information)
- Attendance (morning and afternoon registration).
- Achievements (including stamper totals)
- Behaviour Incidents and any Report Cards
- Termly Academic Reports

8. How do I Log On to SIMS Learning Gateway (SLG)

- Click on the SLG link on School's website or visit <https://slg.harrowway.hants.sch.uk>
- Click on the link to login:



- Login in with the details provided



In the **Username box** enter your username as shown on the log on details sent to you – it will be in the format of: HWCS\JAMES.SMITH (first 9 letters of first name and first 10 letters of the surname).

In the **Password box** enter the password as shown on the details sent to you.

Click **OK** to Login

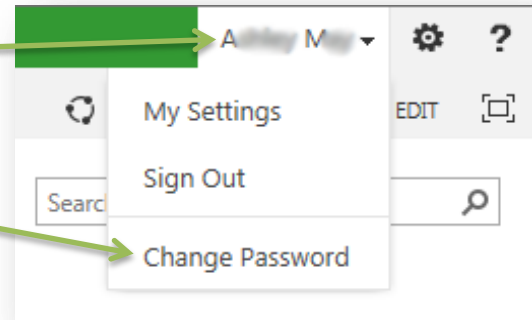
Login screen may differ depending on Internet Browser

- It is your responsibility to ensure that your username and password are kept private. Whilst the software has been designed to prevent access to highly personal student information, access to the site must be restricted.

9. Changing your password

When logged into SLG. Click your name in the top right hand corner.

Choose **Change Password**



When setting a new password it must meet complexity requirements and the following are the minimum requirements. This ensures that your account is kept completely secure:

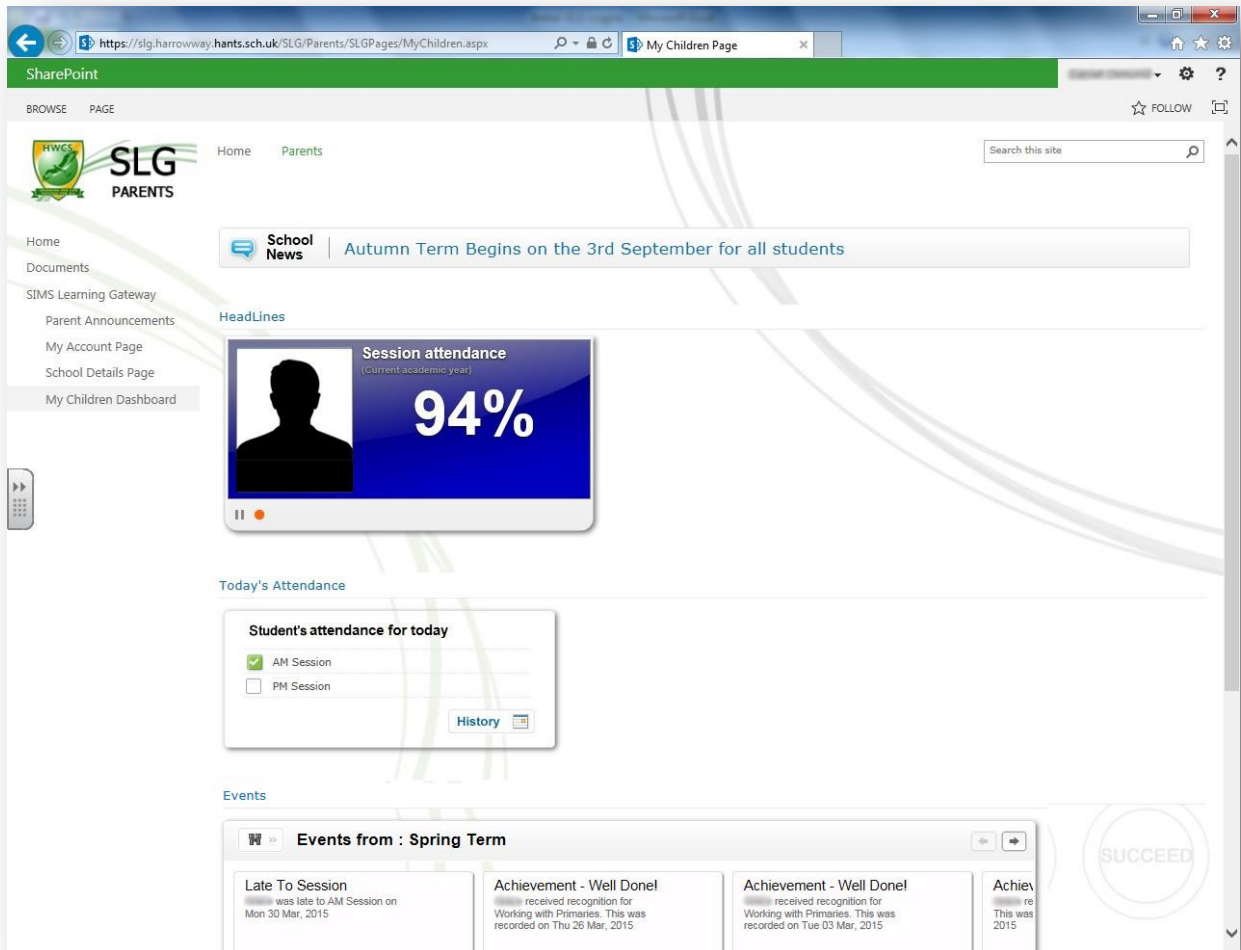
- Your password must not contain your username or parts of your username that exceed two consecutive characters
- It must be at least five characters in length

10. How can I see information on my child?

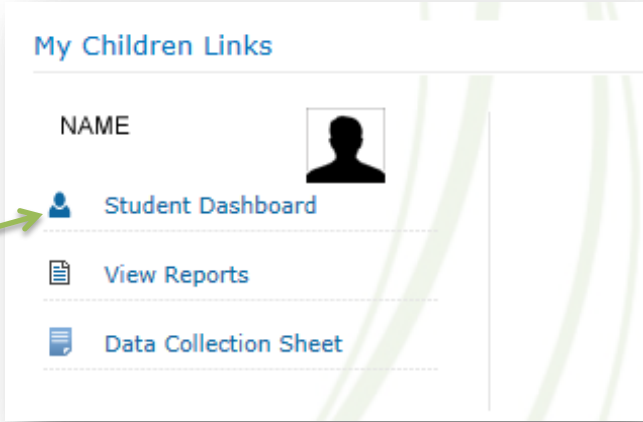
- Once you have logged on to SLG click on the **Parents Tab**



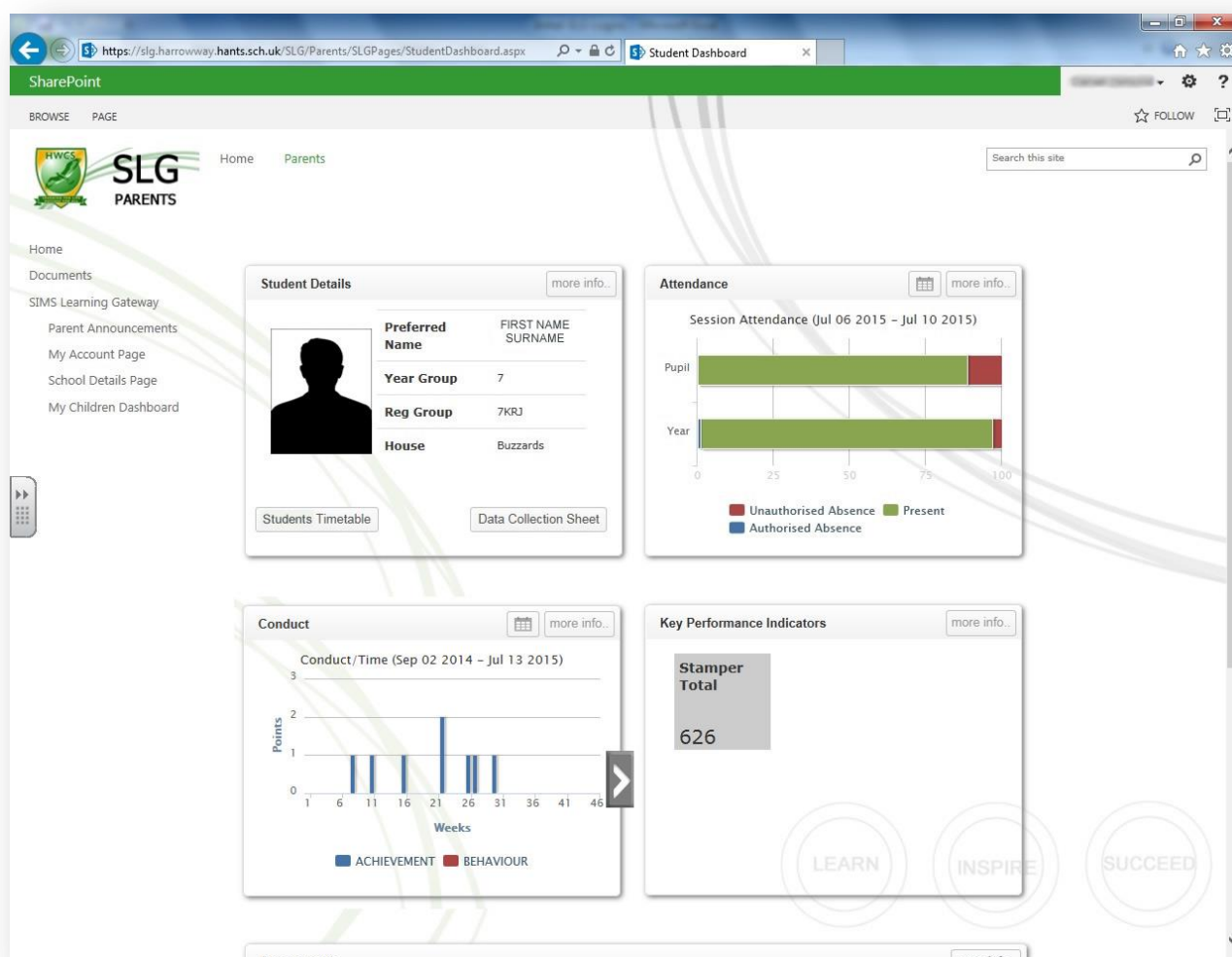
- Your children will be displayed; you can immediately see their attendance (overall and today) and any events that have occurred recently. If you have multiple children at the school, they will all be displayed here.



To view further details on an individual child, at the bottom of the page, under the child's name, click **'Student Dashboard'**



- Then use the Student Dashboard link to view timetable, attendance and behaviour information. Reports and Behaviour Report Cards can be viewed by selecting the appropriate link.



11. What if I spot a mistake on my child's record?

We make every effort to ensure that information is accurate and are always grateful for your support with this. If you spot an error please contact the admin office at school via our website (<http://www.harrowway.hants.sch.uk/about-us/contact-details>) and we will attend to it as soon as possible. Data from SLG is updated 'live', so you may have to be patient and allow a little time for corrections to take place. If the query concerns attendance or behaviour it may be necessary to consult with a number of members of staff before any corrections can be made.

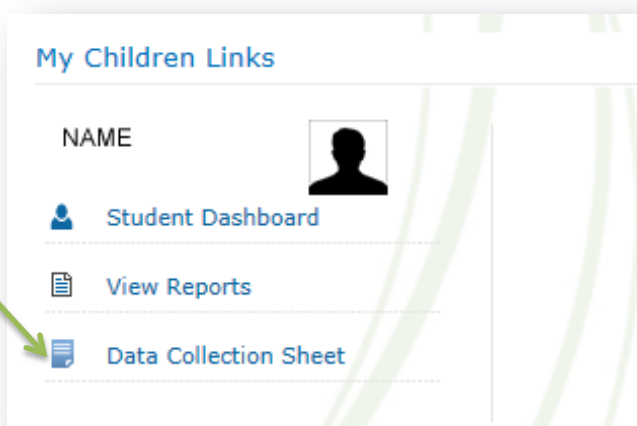
12. How can I check / change personal information for my child or myself?

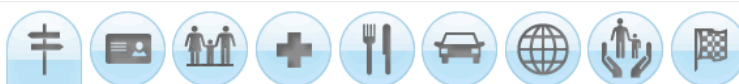
You can check or change key information that the school holds on your child, so the school can have up to date information on our records. Any changes made will be reviewed by our admin office before being applied.

- Click on to the **'Parents'** tab



Select **'Data Collection Sheet'**





Welcome

NAME FORENAME Year 7, 7KRJ, Buzzards - Blue

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



Travel

Information about how your child gets to school, travel route



Ethnicity

Ethnicity and culture details about your child eg nationality, first language



Parental Consent

Ensure the school has up to date consent on school activities involving your child



Finish

Review changes and submit to school for processing



- Use the **arrow** to move through the categories and edit any information that requires editing.
- When you have reached the last section, a summary of any changes will be shown.
- Click '**Finish**' to save and submit your changes to the school.

If you require further assistance with SLG, please contact the school [here](#).