



SIMS

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OUR VISION

Our vision is to provide pupils with the confidence, skills and ambition to achieve a successful and productive life. We aim to ensure they leave the school with a 'new day, new opportunity' ethos and are capable of becoming positive members of their communities. To do this, we have 3 principles that underpin our policies, practices and everything we do:

Everyone can learn, achieve and has the potential to be successful

Positive relationships are key to success and are underpinned by mutual trust, respect and caring for one another

We have high expectations in everything we do

Policy owner	White Trees School	Last review	November 2025
Date Created	November 2025	Next review	November 2026



INTRODUCTION

Sims is a **Student Information Management System** which will support White Trees Independent School to track, manage, report, and deliver better outcomes through improvement. Our aim is to improve efficiency and drive improvement, attainment, and communication across the whole school community.

TRAINING

Training has been undertaken by the school's leadership team, individual site Deputies, Senco's and Business Manager who will be the named super users individual school sites and can support staff with initial use and provide ongoing training. All staff have been provided with individual log in details and a central record of these is kept by the Administrator.

A resource library for all roles within the system will be kept in hard copy at each site for staff access as required.

USER GROUPS

There are three main user groups with access levels based on the roles and responsibilities within the school.

User Group	Access Level
Senior Leaders <ul style="list-style-type: none">Executive HeadHead of Teaching & LearningDeputies	All areas Ability to upload documentation, review and update.
Core Staff <ul style="list-style-type: none">Assistant operations managersTeachersTutorsTeaching Assistants	Access to pupil/parent/carer information required for completion of job role Ability to review and update documents such as contact information, daily logistics and risk assessments.
Data Handlers <ul style="list-style-type: none">AdministratorSEN coordinatorsFinance/Busar	Access to areas pertinent to role and ability to upload documentation.

Role within SIMS

There are previously allocated roles within the school which will be facilitated on SIMS once those areas of the platform become live. To ensure that SIMS is used to its full potential a staged approach is planned and training is be provided on specific areas as required.

Role	Responsibilities
Administrator	Pupil Admission Logging Attendance (A.M & P.M) (remove) School Census New staff set up and leavers access removal
Senior Leaders	Ensure pupils end of term reports are completed in line with reports cycle, they are downloaded and sent off to relevant parents/carers/professionals. Ensure all new information for pupils are inputted in a timely manner to the system. Manage, update and upload key documents to pupils files (Risk assessments, Impact risk assessments, Destination Learning Journey's, one page profiles).
Deputies / Business Team	Update key documents in line with assessment/monitoring cycles, downloading documents and uploading updated ones to SIMS, viewing them in SIMs only. Input assessment data in line with scheduled data captures.
Exams Officer	Update key documents in line with assessment/monitoring cycles, downloading documents and uploading updated ones to SIMS. Input assessment data in line with scheduled data captures.
Assistant SENCO's	Ensure pupils progressis monitored and tracked using the assessment section in line with assessment cycles
SENCO's school site	Ensure pupils EHCP's are uploaded along with storing pupils annual review documentation. Log annual review appointments. Ensure SEN provision map is uploaded and maintained Upload, manage and monitor pupils ILP's Ensure pupils PEP appointments are uploaded

Timetabler	Ensure pupils timetables are uploaded at the start of every term, updating and monitoring dynamically throughout the terms
Tech	Staff across all sites that have received initial training (Super Users) that will have the ability to provide technical support when using Sims to other staff.

UP LOADING / VIEWING OF KEY DOCUMENTATION

At the end of each term, key pupil documentation must be updated via the central Drive in preparation for the upcoming term. Once updated, these documents must be uploaded to SIMS under each pupil's **Linked Documents** section. They should be uploaded, clearly labelled with the relevant new term and academic year. This ensures consistent access to the most up-to-date information for all staff. Old key paperwork from the previous term will be placed into a folder so that there are not too many documents in the key documents section making it difficult to locate relevant and up to date information.

Staff must not rely on the Drive for live information; SIMS should be used as the single point of reference for current documentation.

The following key documents must be uploaded to SIMS:

- Pupil Individual Risk Assessments (RA)
- One-Page Profiles
- Destination Learning Journeys
- Pathway to Full-Time Plans
- Attendance Action Plans
- Education, Health and Care Plans (EHCPs)

- Behaviour Wave

Viewing and Monitoring Requirements:

- All staff must review pupil Risk Assessments at the start of each term, before pupils return, to ensure they are aware of any changes made during the break.
- All staff have a clear responsibility to **read, understand, and remain up to date with the contents of the Risk Assessments (RAs)** for the pupils they work with. This includes being fully aware of any updates or changes made to those documents throughout the term.

In addition, staff are **expected to read and familiarise themselves with the Risk Assessments of any pupils they will be covering or working with temporarily**—including in situations such as lesson cover or one-off support— **prior to delivering any teaching or supervision.**

This is essential to ensure that all staff are equipped to manage risk appropriately and maintain pupil safety at all times.

- Staff must refer to the '**SIMS Viewing Key Documents Guide**' for support in accessing documents correctly.

Amendments to Risk Assessments:

- **Changes or additions to Risk Assessments** throughout the term must be sent to the **Site Leads** for approval.

- Once approved, the **Site Lead will upload** the updated version **directly to SIMS** and save any progress in their Sims Cloud
- The Business Team is available to support Deputy Heads or other relevant staff with uploading documents, if needed.

Note: Impact Risk Assessments will remain accessible via the Drive and will not be uploaded to SIMS.

Pupil Information

Accurate, up-to-date pupil information is essential to ensure the safety, well-being, and effective educational support of all students.

All key pupil information must be recorded and maintained in SIMS, which serves as the central system of record. Staff must refer to **SIMS** as the **primary source of current pupil data** and avoid relying on the Drive or paper records during term time unless explicitly instructed.

Pupil information stored and regularly maintained in SIMS includes, but is not limited to:

- Full legal name and preferred name
- Date of birth
- Address and contact details
- Emergency contact information
- Medical conditions and allergies
- Parental consent
- Special educational needs and/or EHCPs
- site and registration groups
- Attendance data
- Key documents as outlined in the "Key Documentation Procedure"

Staff Responsibility:

- Staff are expected to review and familiarise themselves with relevant pupil information **prior to each new term.**
- Any discrepancies or updates (e.g., changes in contact details, medical conditions) must be reported promptly to the Business Team and Site Leads to ensure records remain current.
- Sensitive information must be handled in accordance with GDPR and internal data protection policies.

All staff must use the '**SIMS Viewing Key Documents Guide**' to ensure they are retrieving the correct information efficiently and securely.

Attendance / register

Attendance register is now to be logged in sims every am/pm by the site leads, am register should be completed by 9.30am and pm by 1.30pm. The register is live and will be used by the local authorities to extract information on a daily basis throughout

the day. A quick reference sheet has been provided to each site that shows a step-by-step guide of how to do log attendance. As a school the attendance register will be used for the following:

- Fire register

- Reviewing and monitoring of Whole school, individual sites and key pupils attendance on a weekly basis every Friday.

SECURITY

To ensure the safety and security of all data contained within SIMS the following guidelines must be adhered to by all staff.

1. SIMS is only to be used on school allocated laptops and tablets. Use on any personal devices is not permitted and may lead to formal action if this is found to be the case.
2. No use outside of school hours is permitted unless prior agreement is obtained from a member of the school Senior Leadership team and only on a school allocated device on a secure network connection.
3. Staff individual log in details are confidential and not to be shared or used by colleagues. They should not be changed unless prior agreement is sought from the Administrator and the central log updated accordingly.
4. Staff must log out after every use so that there is a clear trail of use in the event this is required to be looked at.

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