



# The Berkeley Academy

Laidon Avenue, Wistaston, Crewe, CW2 6RU  
Head Teacher: Louise Gohr



10<sup>th</sup> February 2025

Dear Parents/carers,

## IMPORTANT DATA COLLECTION

Each year, we ask parents/carers to check that all the information that we hold for your child/children is correct. This is a routine exercise that is carried out annually to make sure that we have the most up to date information on our records.

At The Berkeley, we use a parent app (SIMS Parent) that we recommend all parents/carers to download to enable them to check their child's/children's information and make any changes if necessary. Following the GDPR laws that were introduced, this is now the most secure way to keep your information up to date.

For all new parents/carers to our school, you will shortly be receiving an email from Capita SIMS inviting you to register and download your parent app. SIMS is the management system that we use in school for recording most of our administration data.

Any parent/carer that has previously downloaded this app, we ask that you log in and check that all the information is correct, but importantly, emergency contact details, as it can be very distressing for a child if they are ill and we are unable to contact parents/carers.

If you wish to make any changes to parental consents regarding photographic permissions, please contact the school office as we have a separate consent form that you will need to complete.

Once you have downloaded the app, you may make amendments at any time of the year should there be any changes to your information.

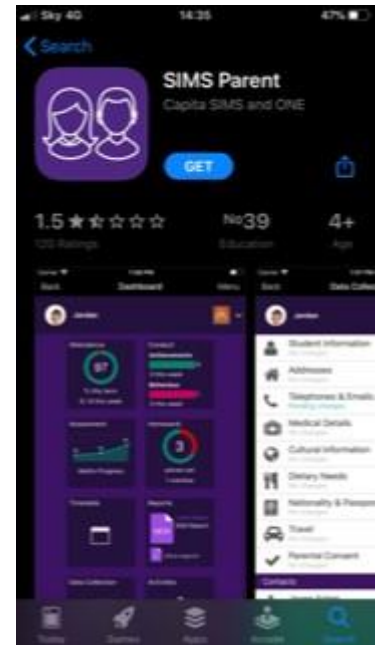
We have attached a screen shot of the app at the bottom of this letter that you need to download for your reference.

If you have any problems or are unable to amend your details in this way, you may email the school office at [admin@berkeley.cheshire.sch.uk](mailto:admin@berkeley.cheshire.sch.uk) to advise us of any changes.

Yours sincerely

*S. L. Gohr.*

Mrs S L Gohr  
Headteacher



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