

**Headteacher:**  
**John Dowler B.Sc. Hons, NPQH**

Chester Road, Helsby,  
Frodsham WA6 0HY.

Tel: 01928 723551

Fax: 01928 723093

Email: [head@helsbyhigh.org.uk](mailto:head@helsbyhigh.org.uk)  
[www.helsbyhigh.org.uk](http://www.helsbyhigh.org.uk)

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Dear Parent /Carer

**RE: Data Collection Sheets**

We have recently implemented the SIMS Learning Gateway (SLG) as our Parent Portal. The gateway allows you to access attendance, achievement and behaviour data about your child, as well as their interim assessments.

The SLG also allows parents or carers to check the personal details that the school currently holds for their son or daughter, including emergency contact details. It is important that this information is up to date and accurate in case your child is taken ill whilst at school. I would be grateful if you would log on to the SLG, using the log in and password previously provided, to check and amend your child's information as appropriate, particularly your current email address and mobile telephone number so that we can reach you in an emergency.

The link to the Data Collection Sheet is at the bottom of the front page when you log onto the SLG. You will be guided through a wizard to check various aspects of information including your son/daughter's personal details, the information for contacts for your child, medical and other important information. Once you have completed the data check, the information will be submitted to school for approval and updating.

Thank you for your co-operation.

Yours sincerely



S Herbert (Mrs)  
Deputy Headteacher



A Specialist  
Science College



Leading Edge  
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