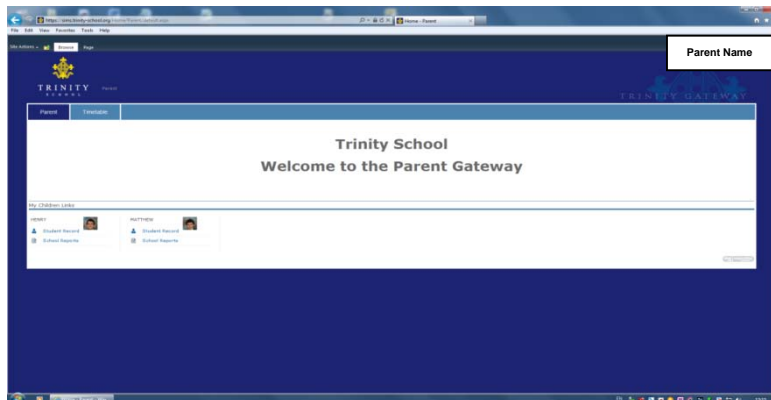


Instructions for accessing the Trinity Parent Report Gateway

1. Log on to <https://sims.trinity-school.org/Home/Parent/default.aspx>
2. You will see the logon screen. Enter your Username and Password. Your username and your password were sent to the e-mail address we hold for you at school. Please contact gatewaysupport@trinity.croydon.sch.uk if this address has changed or you do not get an e-mail 48 hours before a report is due to be published.
3. Your screen should look like this with your name in the top right hand corner

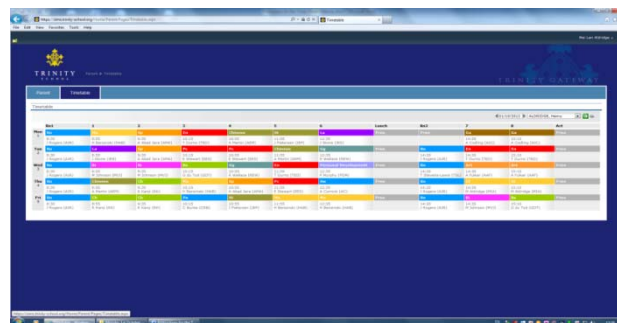


4. Parent - My Children Links

- **Student Record** shows **Basic Information** for each pupil.
- **More Student Information** shows your address and your own personal contact details – *please let us know if these are incorrect*, by e-mailing gatewaysupport@trinity.croydon.sch.uk
- Click on **Parent** to return to **My Children Links**
- **School Reports** shows the reports for the current school year and this will build up during your son or daughter's school career. Click on the **Academic Year** to see the relevant reports. Reports prior to the introduction of the **Parent Report Gateway** will not be shown.
- The reports are stored in the **Report Gateway** by the **Academic Year**.

5. **Timetable**. This displays the timetable for each of your children, showing subjects, timings and teachers. If you have more than one child at Trinity you can select each one from the selection box at the top right of the screen.

Please note that at the start of any school year the timetable may not be updated until the second full day of the new term.



If you have any problems with the Parent Gateway, please email gatewaysupport@trinity.croydon.sch.uk
Please do not ring the ring the school office as they will not be able to deal with gateway enquiries.