



Headteacher  
Mr Gareth Croxon B.Sc, NPQH

# Sandhurst School

the opportunity to succeed

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17<sup>th</sup> January 2024

Dear Parent/Carer(s),

## Re: Year 9 Options

The Year 9 Options window opens on **Wednesday 17<sup>th</sup> January 2024**. The students will need to make their choices online by **Wednesday 31<sup>st</sup> January 2024**. This deadline is crucial as we will be using the choices from all our students to create the option blocks.

Students will be required to select one subject from each of the list A and list B selections. In addition, students will need to select two subjects and two reserve choices from the open option list. When selecting their subjects, they should do this in order of preference. The instructions for accessing Sims Online can be found with this letter, students will need to use their school Google login and password to access the system.

While we expect the majority of our students to select at least one subject from the List A & B slot, there is no restriction on selecting more than one course of this type. Additional EBacc subjects can be selected in the open option. **Please be aware that if we do not get enough students wanting to study a certain subject, the course may not run.**

Please contact me at school if you have any questions or concerns regarding the options process. If you have trouble with accessing Sims Online or with selecting the options themselves, please contact me so that I can help you to resolve any issue you may encounter.

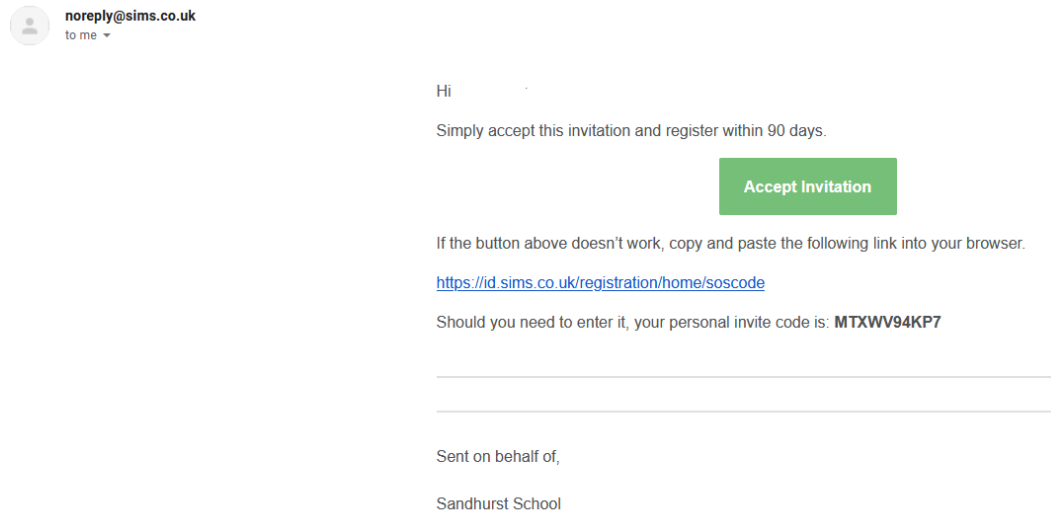
If you have any questions, please feel free to contact me.

Yours sincerely

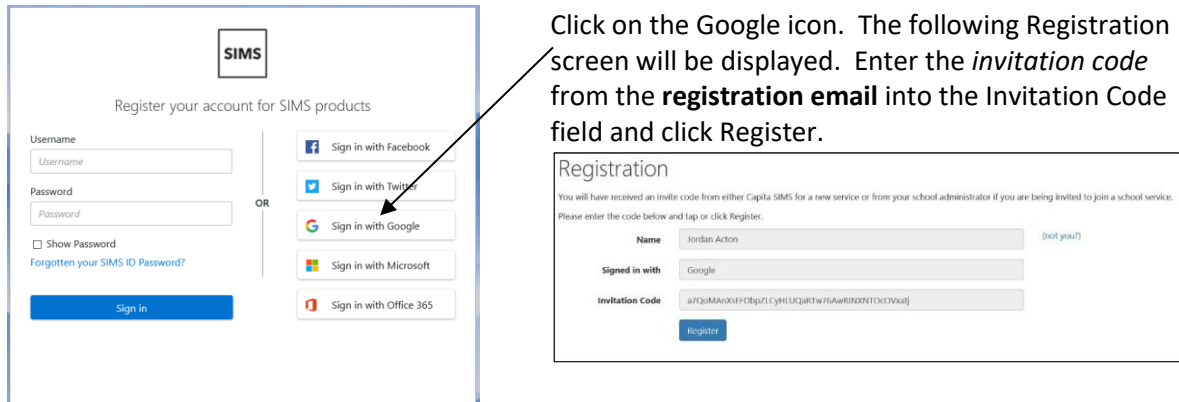
**Mr B Laws**  
Assistant Headteacher

## How to select your option subjects using Sims Online

1. Go to mail.google.com and login with your school Google account to access your emails. The email will be sent to you when the window opens on **Wednesday 17<sup>th</sup> January 2024**.
2. Find the email from [noreply@sims.co.uk](mailto:noreply@sims.co.uk) and click on the link highlighted in yellow below.



3. Follow the onscreen instructions to register yourself on the system. Once completed it should re-direct you to the SIMS Online site, (once you have registered you will be able to return to your choices by visiting <https://www.sims-options.co.uk> and signing in with your Google account).



4. To verify your account, enter your son/daughter's date of birth and click **Verify**. Once these steps have been completed you will be registered. You can now login to your account to make your subject selection. To login go to <https://www.sims-options.co.uk> and click the 'sign in with Google' icon and use your Gmail account and password.

## Registration - Answer Security Questions

You are required to provide a second piece of information to confirm your identity.

Please answer the following question.

**What is your date of birth? (dd/mm/yyyy)**

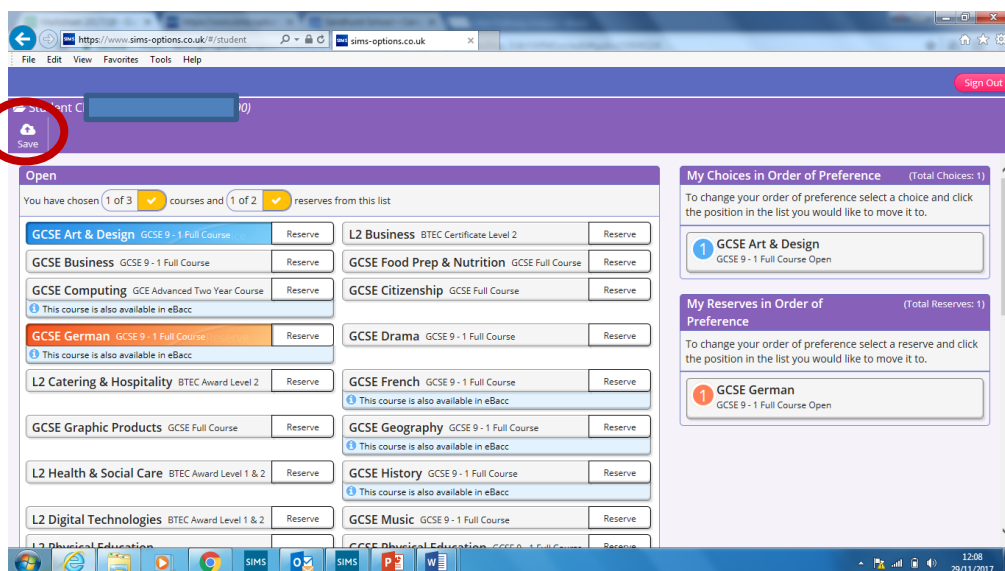
[Verify](#)


- Once you have accessed the system, you will be able to view your option choices. Clicking on the course name will add the subject as one of your choices, clicking on the 'Reserve' button will add the subject as one of your reserves. (Be sure to add both of these in order of preference). You need to select 3 choices and 2 reserves from the 'Open' list and 1 choice and 1 reserve from the EBacc list. Your subject choice(s) will turn blue and your reserve choice(s) will turn orange.

To make a subject choice click on the subject. The subject will change to Blue.

To select a subject as a Reserve click on Reserve icon on the right of the subject. The subject will change to Orange.

Chosen options will be listed to the right of the screen in the order of selecting. To change order of preference click on subject and then click on the subject you wish to swap places with.



- You must** click the  icon in the top left hand corner of the screen, otherwise your choices will not be saved. The site will remain open for the students to make changes until **Wednesday 31<sup>st</sup> January 2024**, at which point the students will be able to view their choices, but not make any further changes. Please sign out of Options Online when you are finished.