



Hazelwick School

An Academy

Headteacher: Ms A Fearon BA (Hons) MA NPQH

Chair of Governors: Mrs R Bowron

Dear Parent/Carer,

As previously communicated, you are being asked to submit your son's/daughter's option choices online.

Later this morning you will receive an email from noreply@sims.co.uk titled "Hazelwick School invites you to SIMS Parent". Using the link within the email, and the instructions attached to this email, you should now make the KS4 option choices for your son/daughter by **Wednesday 8th March** at the latest.

Please remember the following rules when making the option choices. Students cannot:

- choose **both** IT **and** Computer Science
- choose **both** Art: Art & Design **and** Art: Photography
- choose **both** Pe **and** Sport Studies
- choose **both** Music **and** Music Technology
- study a language that they are **not** already studying in Year 8

If you encounter any problems with making your child's option choices, please contact Mrs Dennett (Year 8 Pastoral Coordinator) ddennett@hazelwick.org.uk.

Kind regards,

Mr Myers
Head of Lower School

How to Register and use SIMS Options Online

Step 1 – Receiving Your Invitation

You will soon receive an email to the primary contact email address we have for your child from noreply@sims.co.uk titled "Hazelwick School invites you to SIMS Parent". You will need one of the following existing accounts: Apple, Facebook, Google, Microsoft Office 365 or Twitter.

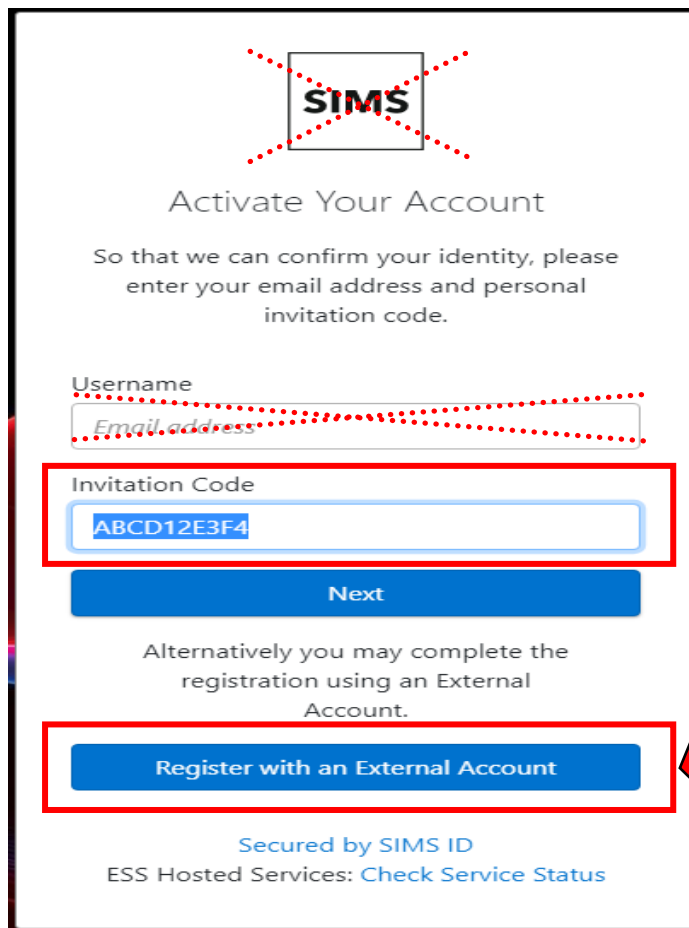


Step 2 – Setting Up Your Account

Click on the Accept button in the email:

Accept Invitation

Do not enter your email address. Instead, make a note of or copy the Invitation Code, and then click on 'Register with an External Account'.



Do not enter your email address.

Make a note of your code that will appear here.

Click here to continue.

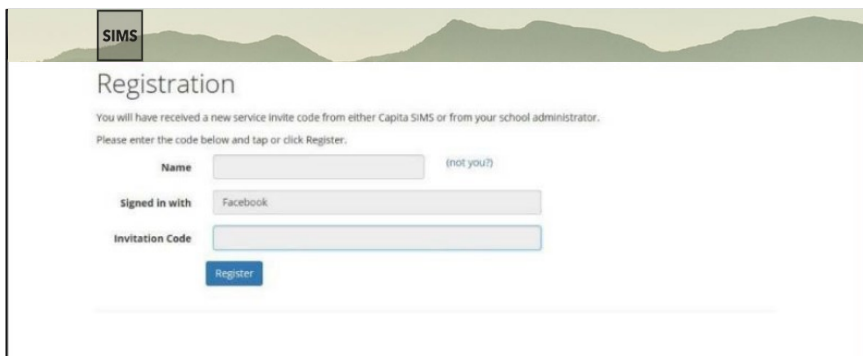
At the next window, scroll down to see the icons:



Click on the icon of your preferred existing external partner account

Follow the external partner instructions on screen to get to the next SIMS Options registration screen.

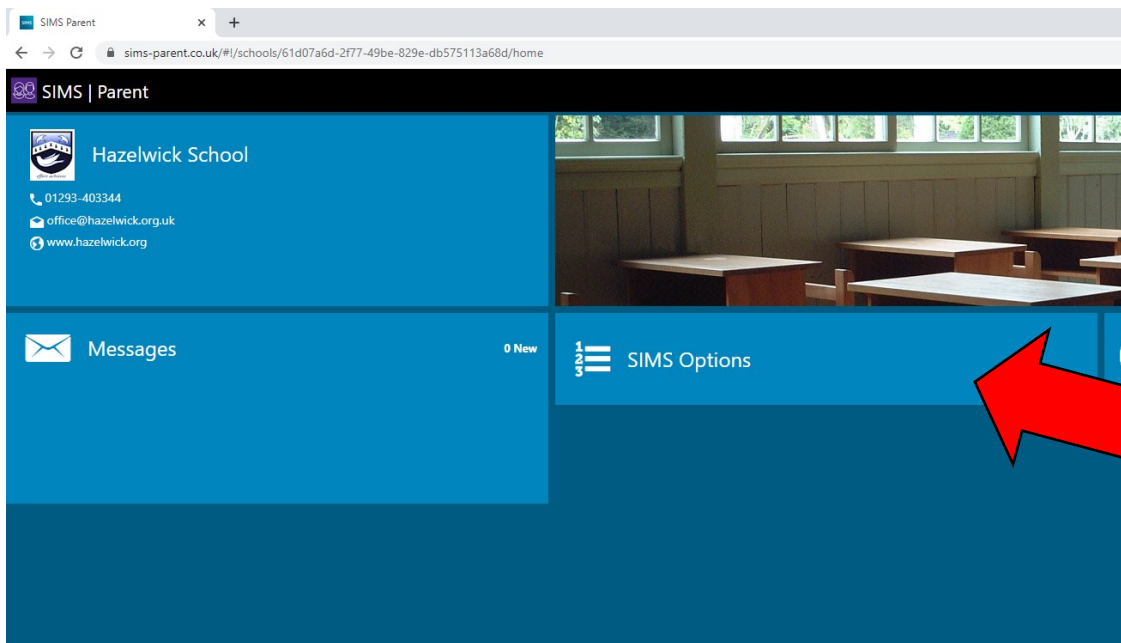
The first screen will be where your details are confirmed. Paste or enter your invitation code and click Register.



On the second screen you will be asked to confirm your child’s date of birth for authentication purposes.



Click on the SIMS Options button.



Step 3 – Signing In

Please note, you only have to enter the invite code once for the process to work. For subsequent logins, simply go to the website: www.sims-options.co.uk. Then sign in with the online service you used when you set your account up (e.g. Facebook).

Step 4 – Making Options Choices

You must select one subject from List A. Click on the name of the subject you wish to choose. Your selected choice will be highlighted in blue and appear in the list of choices on the right hand side of the screen.

List A

You must choose **one** subject from this list.

You have chosen 1 of 1 courses from this list

French (GCSE) GCSE 9 - 1 Full Course <small>This course is also available in List B</small>	Geography (GCSE) GCSE 9 - 1 Full Course <small>This course is also available in List B</small>	German (GCSE) GCSE 9 - 1 Full Course <small>This course is also available in List B</small>
History (GCSE) GCSE 9 - 1 Full Course <small>This course is also available in List B</small>	Spanish (GCSE) GCSE 9 - 1 Full Course <small>This course is also available in List B</small>	

My Choices in Order of Preference (Total Choices: 1)

To change your order of preference select a choice and click the position in the list you would like to move it to.

- 1** **Geography (GCSE)**
GCSE 9 - 1 Full Course List A

You must select three subjects from List B.

List B

You must choose **three** subjects from this list.
You must also choose **two** reserve options from this list of subjects.

You have chosen 3 of 3 courses and 0 of 2 reserves from this list

Art & Design (GCSE) GCSE 9 - 1 Full Course <input type="button" value="Reserve"/>	Business Studies (GCSE) GCSE 9 - 1 Full Course <input type="button" value="Reserve"/>	Child Development (OCR) Cambridge Nationals Certificate Level 1 & 2 <input type="button" value="Reserve"/>
Computer Science (GCSE) GCSE 9 - 1 Full Course <input type="button" value="Reserve"/>	Drama (GCSE) GCSE 9 - 1 Full Course <input type="button" value="Reserve"/>	Design Technology (GCSE) GCSE 9 - 1 Full Course <input type="button" value="Reserve"/>
Food Prep. & Nutrition (GCSE) GCSE 9 - 1 Full Course <input type="button" value="Reserve"/>	French (GCSE) GCSE 9 - 1 Full Course <input type="button" value="Reserve"/> <small>This course is also available in List A</small>	Geography (GCSE) GCSE 9 - 1 Full Course <input type="button" value="Reserve"/> <small>You have selected this course in List A</small>
German (GCSE) GCSE 9 - 1 Full Course <input type="button" value="Reserve"/> <small>This course is also available in List A</small>	History (GCSE) GCSE 9 - 1 Full Course <input type="button" value="Reserve"/> <small>This course is also available in List A</small>	IT (OCR) Cambridge Nationals Certificate Level 1 & 2 <input type="button" value="Reserve"/>
Media Studies (GCSE) GCSE 9 - 1 Full Course <input type="button" value="Reserve"/>	Music Technology BTEC Tech Award Level 1/2 <input type="button" value="Reserve"/>	Music (GCSE) GCSE 9 - 1 Full Course <input type="button" value="Reserve"/>
P E (GCSE) GCSE 9 - 1 Full Course <input type="button" value="Reserve"/>	Photography (GCSE) GCSE 9 - 1 Full Course <input type="button" value="Reserve"/>	Sociology (GCSE) GCSE 9 - 1 Full Course <input type="button" value="Reserve"/>
Spanish (GCSE) GCSE 9 - 1 Full Course <input type="button" value="Reserve"/> <small>This course is also available in List A</small>	Sport Studies (OCR) Cambridge Nationals Certificate Level 1 & 2 <input type="button" value="Reserve"/>	Travel & Tourism BTEC Tech Award Level 1/2 <input type="button" value="Reserve"/>

My Choices in Order of Preference (Total Choices: 4)

To change your order of preference select a choice and click the position in the list you would like to move it to.

- 1** **Geography (GCSE)**
GCSE 9 - 1 Full Course List A
- 2** **Computer Science (GCSE)**
GCSE 9 - 1 Full Course List B
- 3** **French (GCSE)**
GCSE 9 - 1 Full Course List B
- 4** **Travel & Tourism (BTEC)**
BTEC Award Level 2 List B

If you select a subject by mistake, click on it again to remove it from your option choices.

Remember the following rules:

- You cannot choose both PE and Sport Studies
- You cannot choose both Computer Science and IT
- You cannot choose both Art & Design and Photography
- You cannot choose both Music and Music Technology
- You can only choose French, German or Spanish if you currently study the language in Year 8

Step 5 – Making Your Reserve Choices

Once you have made your choices, you need to select your two reserve choices. To do this, click on the “Reserve” button beside the subject you wish to pick. Reserve choices appear in orange and appear in the “My Reserves”.

List B
 You must choose **three** subjects from this list.
 You must also choose **two** reserve options from this list of subjects.

You have chosen 3 of 3 courses and 2 of 2 reserves from this list

Art & Design (GCSE) GCSE 9 - 1 Full Course	Reserve	Business Studies (GCSE) GCSE 9 - 1 Full Course	Reserve	Child Development (OCR) Cambridge Nationals Certificate Level 1 & 2	Reserve
Computer Science (GCSE) GCSE 9 - 1 Full Course	Reserve	Drama (GCSE) GCSE 9 - 1 Full Course	Reserve	Design Technology (GCSE) GCSE 9 - 1 Full Course	Reserve
Food Prep. & Nutrition (GCSE) GCSE 9 - 1 Full Course	Reserve	French (GCSE) GCSE 9 - 1 Full Course	Reserve	Geography (GCSE) GCSE 9 - 1 Full Course	Reserve
German (GCSE) GCSE 9 - 1 Full Course	Reserve	History (GCSE) GCSE 9 - 1 Full Course	Reserve	IT (OCR) Cambridge Nationals Certificate Level 1 & 2	Reserve
Media Studies (GCSE) GCSE 9 - 1 Full Course	Reserve	Music Technology BTEC Tech Award Level 1/2	Reserve	Music (GCSE) GCSE 9 - 1 Full Course	Reserve
P E (GCSE) GCSE 9 - 1 Full Course	Reserve	Photography (GCSE) GCSE 9 - 1 Full Course	Reserve	Sociology (GCSE) GCSE 9 - 1 Full Course	Reserve
Spanish (GCSE) GCSE 9 - 1 Full Course	Reserve	Port Studies (OCR) Cambridge Nationals Certificate Level 1 & 2	Reserve	Travel & Tourism BTEC Tech Award Level 1/2	Reserve

My Reserves in Order of Preference (Total Reserves: 2)

To change your order of preference select a reserve and click the position in the list you would like to move it to.

- 1 P E (GCSE)
GCSE 9 - 1 Full Course List B
- 2 Media Studies (GCSE)
GCSE 9 - 1 Full Course List B

If you select a subject by mistake, click on it again to remove it from your option choices.

Step 6 – Adjusting Orders of Preference

My Choices in Order of Preference (Total Choices: 4)

To change your order of preference select a choice and click the position in the list you would like to move it to.

- 1 Geography (GCSE)
GCSE 9 - 1 Full Course List A
- 2 Computer Science (GCSE)
GCSE 9 - 1 Full Course List B
- 3 French (GCSE)
GCSE 9 - 1 Full Course List B
- 4 Travel & Tourism (BTEC)
BTEC Award Level 2 List B

1. Click on French

My Choices in Order of Preference (Total Choices: 4)

To change your order of preference select a choice and click the position in the list you would like to move it to.

- 1 Geography (GCSE)
GCSE 9 - 1 Full Course List A
Click to move French (GCSE) here.
- 2 Computer Science (GCSE)
GCSE 9 - 1 Full Course List B
Click to move French (GCSE) here.
- 3 French (GCSE)
GCSE 9 - 1 Full Course List B
Click again to deselect or click another course to change preference.
- 4 Travel & Tourism (BTEC)
BTEC Award Level 2 List B
Click to move French (GCSE) here.

2. Click on the subject where the new position for French should be, in this case 1.

My Choices in Order of Preference (Total Choices: 4)

To change your order of preference select a choice and click the position in the list you would like to move it to.

- 1 French (GCSE)
GCSE 9 - 1 Full Course List B
- 2 Geography (GCSE)
GCSE 9 - 1 Full Course List A
- 3 Computer Science (GCSE)
GCSE 9 - 1 Full Course List B
- 4 Travel & Tourism (BTEC)
BTEC Award Level 2 List B

3. The new order of preference is shown, with French at the top.

Step 7 – Checking and Saving your Choices

Make a final check that you are happy with your chosen choices and they are in the correct preference order. It is vital you press the save button at the top of the screen otherwise the choices will be lost when you close the browser. You do not need to tick the Parental consent box as you are already logged in as a parent.

Navigation bar containing: Search, Save, Show Notes, Hide Notes.

Reviewing your Choices

You can log into your account and check your choices at anytime until the deadline is reached.