

11 February 2021

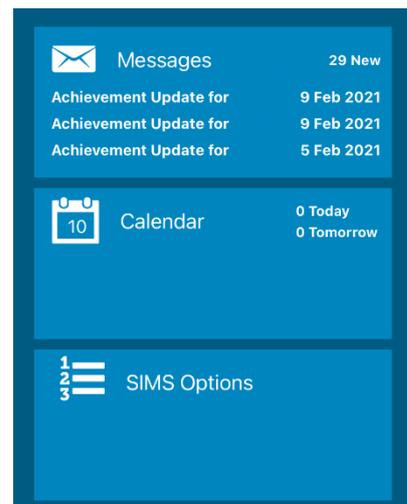
Dear Parent/Carer

The following information has been provided to support you with inputting your son's/daughter's option choices. Please read the information carefully and if you have any issues please email timetable@clystvale.org

Our data suggests that all Year 9 parents and carers have signed up for the SIMS Parent App. These instructions are therefore based on you already having this app available. If this is not the case for you, and you are therefore unable to follow these instructions, please do not hesitate to get in touch, and we will help.

Step 1: Accessing SIMS Options.

When you access your SIMS Parent App, the first screen you see is the Home screen. This displays Messages, Calendar – and underneath this, the new 'SIMS Options' button. Press the 'SIMS Options' button.

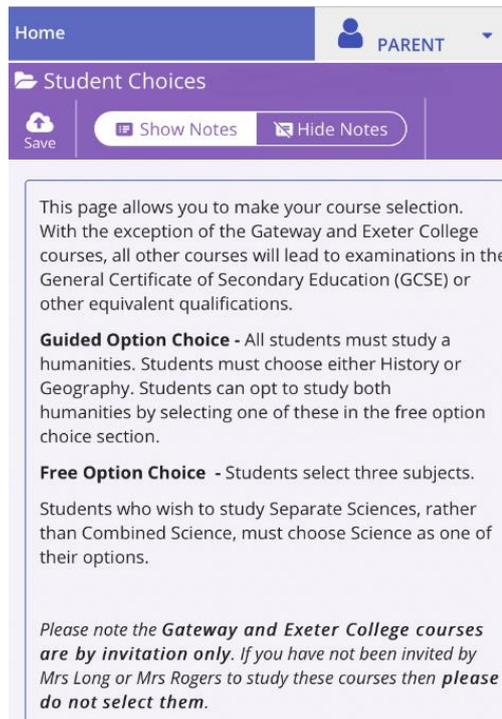


Although you will be logged into SIMS, you might be prompted for an additional log-in at this stage, using one of the options shown. Please note the only option you will **not** be able to use is to sign in with SIMS ID.



Step 2: Within the Options module

Once you have tapped the 'SIMS Options' button, and authenticated your log-in if prompted to do so, your screen should then appear as follows:



Step 3: Selecting options choices.

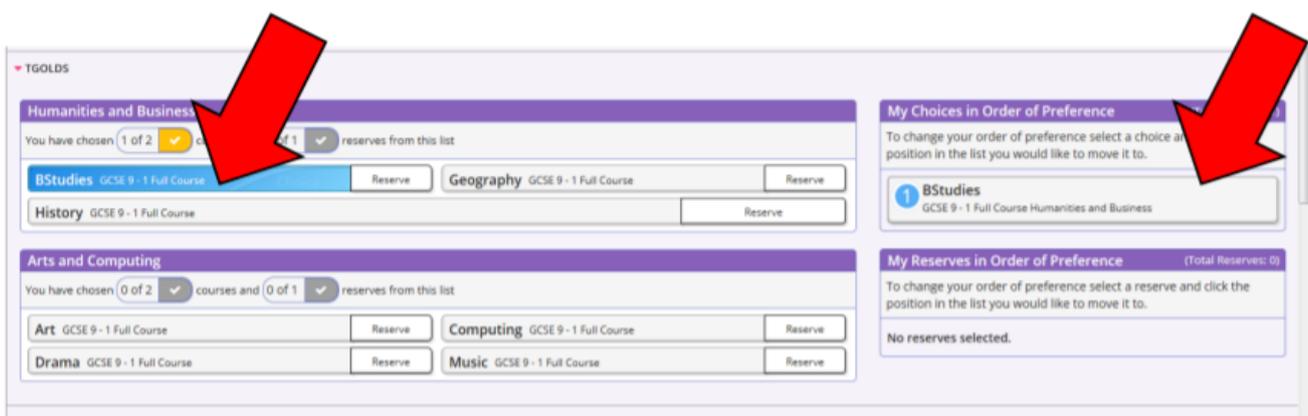
Now you are within the Options module, you will be able to scroll through the list of available subjects and choose the **three** 'Open Choice' subjects that your child has selected, simply by tapping on them. The subject will turn blue when selected.

There is also a guided option section, where you should select the primary Humanities option that your child has selected. (If they wish to do both History and Geography, the second of these can be selected in the 'Open Choice' list.)

Remember – if your child wishes to study **Separate Sciences**, you simply need to select 'Science'. (Do **NOT** choose Science if your child wishes to do Combined Science, as this is a default core subject.)

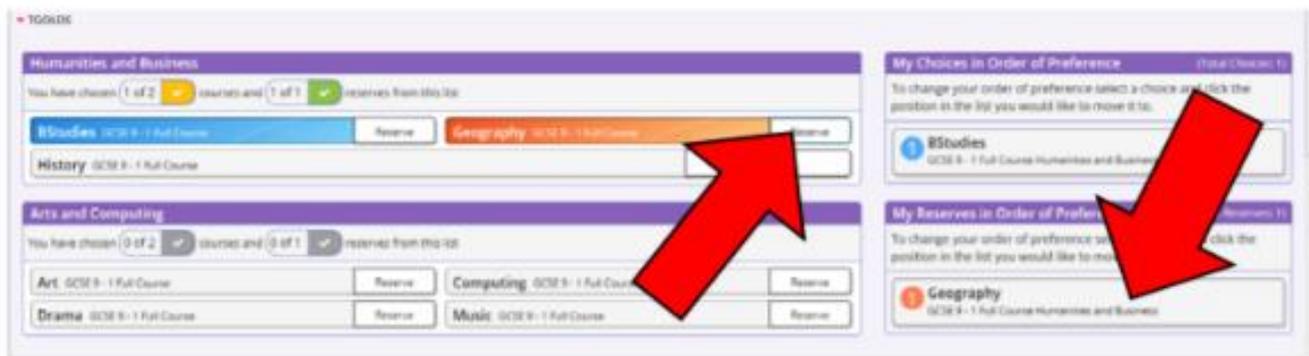
Click the name of the subject you wish to choose.

Your selected choice will appear here.

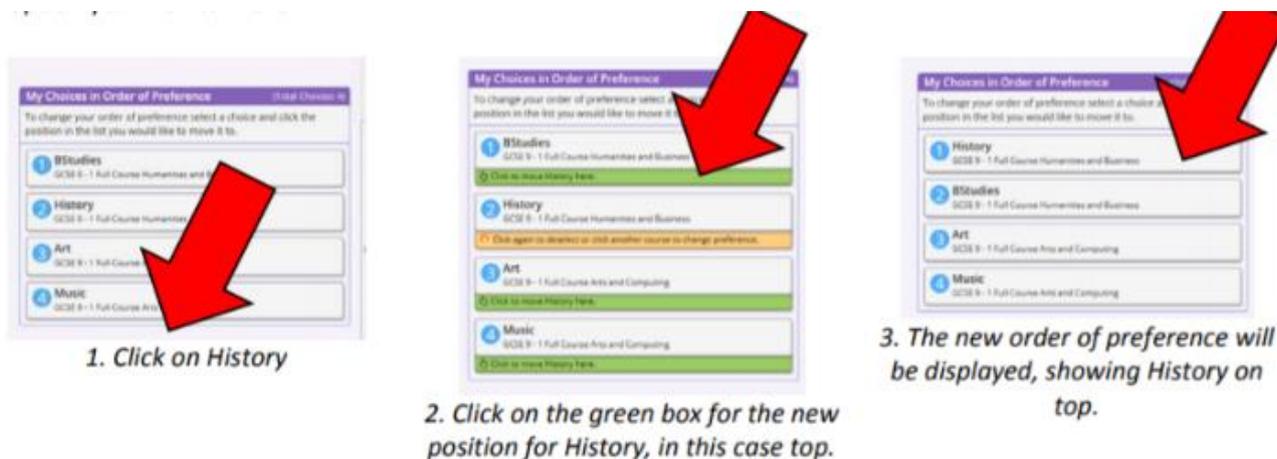


Step 4: Making your reserve choice and using the 'My Choices in Order of Preference' feature.

Once you have made your choices, you need to select your reserve choice. To do this, click on the "Reserve" button beside the subject you wish to pick. This subject will turn orange in colour and will appear in "My Reserves". Please note you only select one reserve choice.

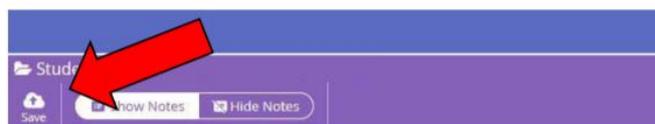
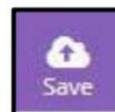


Open Options choices appear in the order they have been selected, by default. You can indicate an order of preference for Open Options and Reserve choices. To alter the order, click on the subject you wish to move:



Step 5: Saving your choices.

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.



Please assume that if you do not hear from us then your option choices have been entered successfully. As a follow up to this process tutors will discuss option choices with their tutees and check that the correct choices were submitted.

The deadline by which choices need to be submitted is **9am on Monday 22 February 2021**. It is very difficult to change students' options once they have confirmed their choices with their tutor, therefore please use the time available to make the correct selection. If a student is unsure about which combination of subjects to select, they should still complete the form to the best of their ability but also request an interview by emailing me at jacobss@clystvale.org

Thank you for your patience and support with this process this year.

Yours sincerely,

A handwritten signature in blue ink that reads "Sara Jacobs". The signature is written in a cursive, flowing style.

Sara Jacobs
Deputy Principal