

7<sup>th</sup> March 2019

Dear Parent / Carer

**RE: Year 9 Option Refinement**

Thank you for taking the time to attend Parents Evening today and no doubt the opportunity to receive information relating to your son/daughter's progress will be valuable. We hope that you also asked the relevant members of staff questions in relation to present option subjects being studied.

The information above would be vital in supporting your son/daughter at this point in time to make their option refinements in preparation for the start of Year 10. These final choices will see them continue with these alongside the statutory requirements until the conclusion of Year 11.

There are certain guidelines that students must follow in completing their option choices, which I will summarise below, however further information can be found on our school website:

- All students must **remove one** present option they are studying as a minimum, therefore retaining the others (four subjects).
- Students are **only permitted** to retain courses they are presently studying in Year 9. The only exception to this is selecting Single Science. Selecting Single Science will mean that students will only then be able to retain three of their presently studied options.
- Students must retain a **minimum of one from** the following; History, Geography, French and Spanish (can retain more than one if they wish)
- Sociology & Psychology now become separate options.

**The deadline for students to have made their choices is Wednesday 13<sup>th</sup> March 2019.**

The reverse of this letter provides guidance in completing the option selection process online. Should you and/or your son/daughter have any questions please do not hesitate to get into contact.

Regards,



Mr J Thorpe  
**Deputy Headteacher**

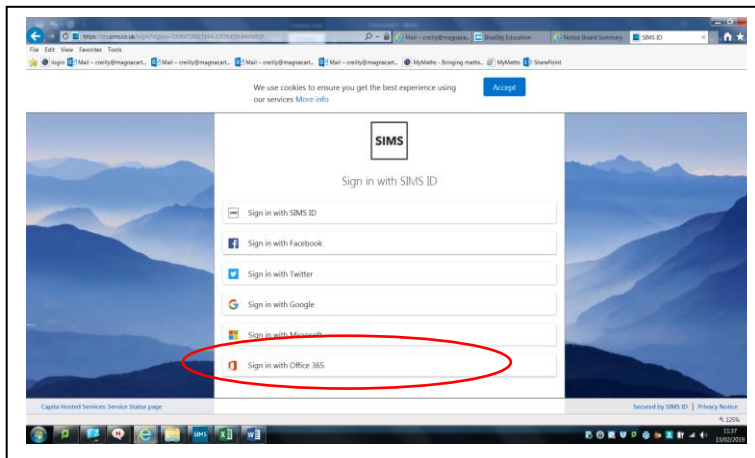


Mr C Reilly  
**Assistant Headteacher**

# SIMS Options Online Guidance

**Step 1:** Go to the website [www.sims-options.co.uk/](http://www.sims-options.co.uk/)

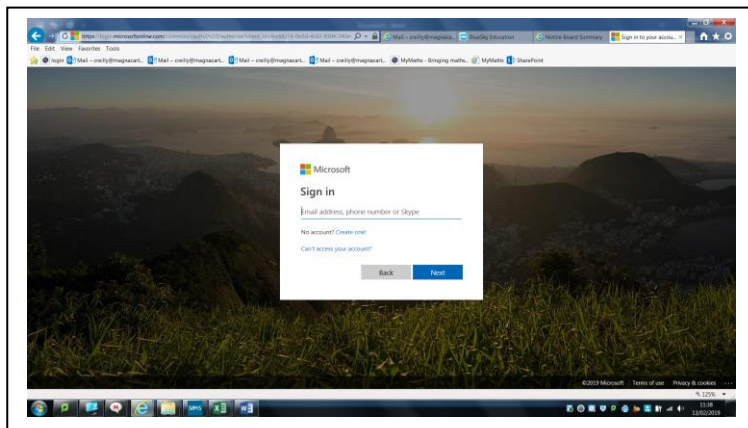
**Step 2:** Click on **“Sign in with Office 365”** which is the final option at the bottom of the screen.



**Step 3:** Students to login using the same login they use for school computers followed by *@magnacarta.surrey.sch.uk*

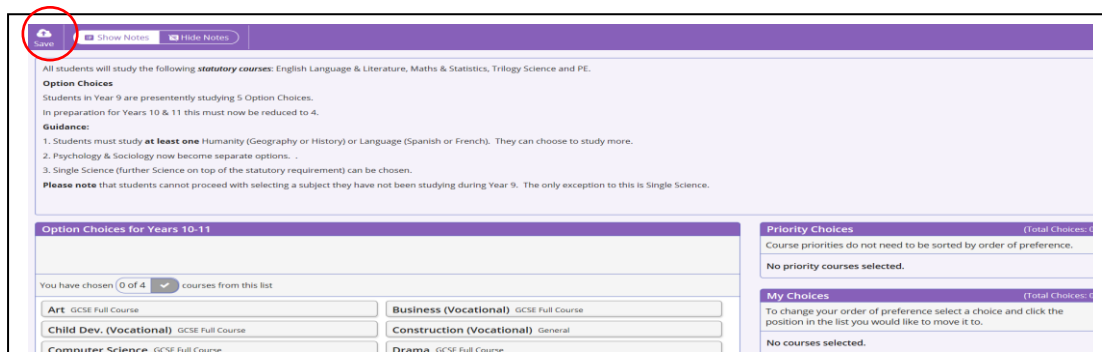
**Example:** [astudent12@magnacarta.surrey.sch.uk](mailto:astudent12@magnacarta.surrey.sch.uk)

Then use the same password that they would use at school.



**Step 4:** Students will now be in the area whereby they can begin selecting their courses by simply ‘clicking’ on the subjects (turning them blue). Students must select 4 courses following the guidelines presented to them.

Upon selecting their four courses they need to save their selections by **‘clicking save’** in the top left corner of the screen.



**Log out** by clicking the drop down in the top right hand corner of the page.