

Dear Parent

Your child has already received an email about their options and instructions on how to register and enter their choices. This email will have gone to their SCHOOL email address and they will receive it on their iPads. In discussion with you, they should be able to enter their 4 options in priority order (with their first choice being at the top) and one reserve option.

You will soon receive an email asking you to *approve* the choice that your child has made.

It is important that you read these instructions BEFORE you register and approve your child's options. This is explained in the image below.

**CAPITA | SIMS** helping schools inspire

is inviting you to join SIMS Online Services, their new online portal.

You can register for the following services:

- SIMS Parent
- SIMS Options

To join simply **click this link**. The link will be valid for the next 90 days.

You can register to sign in with your existing credentials with any of the below account providers:

- Microsoft/Office 365
- Twitter
- Facebook
- Google

If you do not have an account with any of the above providers, then you can create a Microsoft account [here](#) or a Google account [here](#) using your existing email address.

If you select SIMS ID to use SIMS Online Services, existing users can enter their details into the username and password fields that are displayed.

If the link doesn't work, please enter this URL into your browser:

<https://id.sims.co.uk/registration/home/soscode>

When prompted, please enter the following invitation code:  
XVM8GC8KH9G3DHXYGCVHF4K6HG2QKTB4MM

**Click on this link FIRST to register with the system. You must only do this ONCE.**

**PUPILS:** Choose GOOGLE account and use you school email address. If you are asked for a password, use you usual school password and then follow the onscreen instructions

**PARENTS:** Use any of the 4 accounts listed below in this email, or use the SIMS ID Code shown at the bottom of the email

**Use this link to get to your options page AFTER you have registered as explained above.** You can use this link to revisit the options page as many times as you want, up until the options deadline.

You child must enter their options by **Wednesday 30<sup>th</sup> January 2019** and you need to approve them by the same date. That will give us the maximum amount of time to organise the columns to ensure that as many pupils as possible get the choices they want.

If you have any concerns or queries, please do not hesitate to contact me, or Mr Flynn in the Year 8 office.

Yours sincerely

Mr P. Lewis  
Deputy Headteacher