

5th February 2021

Dear Parents/Carers and <pupil forename>

Year 8 Options

At this time of year, I would normally be writing to you regarding arrangements for the Year 8 Options Evening. Unfortunately we will not be able to conduct our Options Evening in school as we have done in previous years. I fully understand that making decisions regarding subject choices for GCSE are difficult at the best of times, and even harder this year due to time away from school. The options evening is usually an important part of the options process and enables us to give valuable advice and guidance to help <pupil forename> make the most appropriate choices for GCSE or Vocational qualifications. We have therefore replaced the evening with a number of different arrangements which will provide excellent advice and guidance.

The option process this year will be slightly different. Mr Lewis and Mr Burrows, Head of Year 8 have delivered an informative Google Meets assembly on Friday of last week for <pupil forename> during Learning Coach Time. This will be followed by a live presentation tomorrow (Tuesday 9th February) at 6pm using Microsoft Teams. Please see the attached guide for using Microsoft Teams below and the link to the live event. The presentation will explain key information, what to expect, and there will be a Question and Answer opportunity using the chat function. The presentation will also explain the actual process involved in making your choices and how to take your options. As you have not been able to visit the different Faculties and subject areas within the school, each area has produced a brief video explaining the courses they offer as a Faculty and in Departments. These videos will be shared by Mr Burrows in Learning Coach time this week. They will also be available on our website, and Twitter during the week. Additionally, the Year 8 Options Booklet will give you much more detail about each of the subjects and advice for <pupil forename> for choosing their options.

The prospectus, this letter and additional information will be available on our website at www.stcyres.org from later today under the title named GCSE and A Level options.

You must enter your options by Monday 1st March 2021. If you enter them earlier, you can revisit the page and change them, but your FINAL options must be in the system by that date. You MUST choose 4 options and these MUST be in priority order with your favourite subject at the top. Instructions for entering options in Sims Options online are attached below, options will be able to be entered from tomorrow. The process for entering the options will also be explained clearly in the live presentation tomorrow at 6pm.

Year 8 Parents Evening

We will also be running a virtual Year 8 PTC evening on Thursday 25th February between 2:40pm and 5pm so that you have the opportunity to speak to subject teachers about '<pupil forename>' progress in subjects and their suitability for GCSE and Vocational courses.

The PTC will be conducted using a Virtual Parents Evening Software called School Cloud. You will be able to log onto the School Cloud system and begin making appointments from 12pm on Monday 22nd February. The attached guide explains to you how to log onto the School Cloud system and start to make appointments.

We will send you a reminder on Monday 22nd February to begin making your appointments.

The booking of appointments must be made between 12pm on Monday 22nd February and Midday on Thursday 25th February.

If you experience any technical difficulties with the SchoolCloud system please email help@stcyresictsupport.on.spiceworks.com who will be on hand to assist you.

If you need further advice or guidance, please do not hesitate to get in touch with us using the following email addresses: Mr Burrows, Head of Year 8 oburrows@stcyres.org and Mr Bruton, Acting Deputy Headteacher, rbruton@scyres.org

Yours sincerely,

Mr R. Bruton
Acting Deputy Headteacher

Mr O Burrows
Head of Year 8

Instructions for entering Options

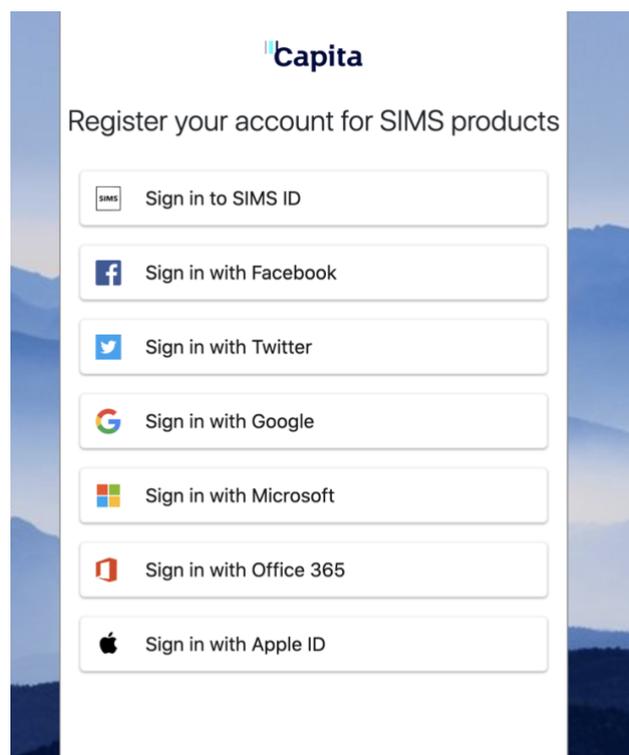
You will receive an email about entering your options on Tuesday morning (9/02/21). It is important that you read these instructions BEFORE you register and enter your options. This is explained in the images below.

- **<pupil forename>** will soon receive an email about entering their options. It is important that you read these instructions BEFORE you register and enter your options.
- You will receive an email from SIMS options. When you see this green 'Accept Invitation'; **you need to wait for 30 minutes before clicking on it.**

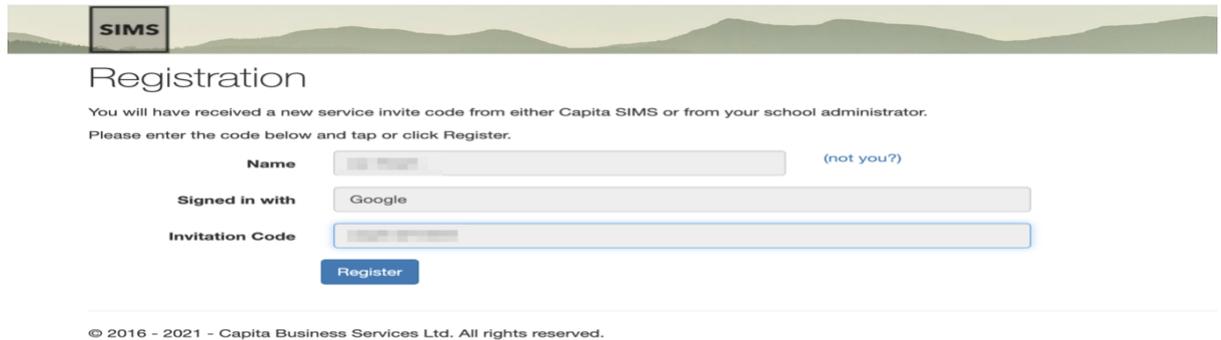


Accept Invitation

- **After 30 minutes,** click on the link 'Accept Invitation'.
- You need to click on 'Accept Invitation' which will take you to this page.



- You then need to click on 'Sign in with Google' and then login with your school email address and password. You will see the following page and you need to click on 'Register' to complete the registration.

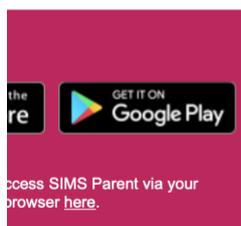
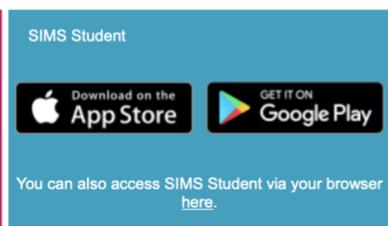


- Once you have registered you will receive a second email from SIMS Options Online like below.

Thank you for successfully registering your account with SIMS ID.

You will now be able to use this account to sign in to your school's SIMS Online Services products using the links below.

If you are an administrator for any of the SIMS Online Services products you can access the administration site [here](#).

 <p>Access SIMS Parent via your browser here.</p>	<p>SIMS Student</p>  <p>You can also access SIMS Student via your browser here.</p>	<p>SIMS Options</p> <p>You can access SIMS Options here.</p>	<p>SIMS Activities</p> <p>Parents can access Students can access Organisers can access</p>
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- TO ENTER YOUR OPTIONS you need to click on the orange box above or click on the SIMS Options App on your iPad to fill in your options online.

Please ignore the parents approval tick box and parent note. You do not need to tick them.

What is Microsoft Teams and a Live event?

Microsoft Teams is a video conferencing system that the school will be using to host a Live event for Year 8 Options evening on Tuesday 9th February at 6pm. A Live event is a broadcast where you will only see and hear the presenters compared to a meeting event, where you can see and interact with all participants of the meeting.

How to install Teams?

IMPORTANT - You will need to make sure that you have installed Microsoft Teams on your device before the Live event starts and we encourage you to do this as soon as possible to allow time to download, install and troubleshoot any issues installing Microsoft Teams on your device.

Below are the most common devices you may be using to use Microsoft Teams. Just click on the device you are using and it will take you to the download page to install Microsoft Teams.

[Apple iOS](#)

[Android](#)

[Windows](#)

[Apple MacOS](#)

If you are using a Windows or Mac PC/Laptop then you can also join the Live event just using the web browser version - <https://teams.microsoft.com>.

How to join the Live event?

On the evening of the Year 8 Options Live event all you will need to do is to click on the Live event link **below**. You may be prompted to either open the event with the PC/Mac web browser or to open with the Microsoft Teams App, if you have installed the Microsoft Teams App then please open with the app from the prompt.

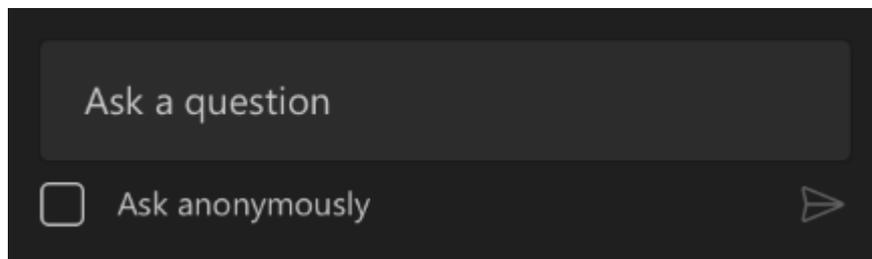
https://teams.microsoft.com/l/meetup-join/19%3ameeting_N2ZjMjYyMWYtNTRhYS00NGU0LTgxYjgtNDZmMjRjYmFIYWFI%40thread.v2/0?context=%7b%22Tid%22%3a%224f3f0e52-b734-4164-9409-1b601d147993%22%2c%22Oid%22%3a%22095a2fc6-4e6c-4217-ace1-55aa34809a44%22%2c%22IsBroadcastMeeting%22%3atrue%7d

How to ask a question and monitor replies?

During the Live event and presentation you will be able to ask questions by using the Q&A facility, we will endeavor to answer all questions at the end of the presentation. Your question will be private so no one else will see your question other than the presenters.

If you would like to ask a question, just:

1. Select Q&A  on the right side of the screen.
2. Type your question in the compose box, and then select Send. If you want to ask your question anonymously, select Ask anonymously.



If you have asked a question then the presenters of the Live event will answer the question at the end of the Live event or we will answer directly back via the Q&A chat. You will have a notification of any replies or announcements in the Q&A with a red dot on the  button.