



Friday 10th March 2023

Dear Parent/Carer

Re: Confirmation of Option Choices for Year 9 Students

Thank you to those of you who attended the Options Evening on Thursday 9th March 2023. If you missed the evening then please refer to the School website where you will find the Options Booklet and further information on the Year 9 Options page within the Key Stage 3 drop-down menu.

Over the next few days students will need to submit their **final options and reserve choice** electronically before the deadline of next Friday 17th March 2023.

We hope the email detailed below will be with you shortly, but it may take up to 48 hours to be received. There is no priority given to those completing this process early, therefore students should take their time before submitting their final options.

To submit their choices your child will need to login to their school email account at <https://mail.google.com/> using the format username@cgss.co (where username is to be substituted their school username) and their school password. In their emails they will receive an email from noreply@sims.co.uk which has an invite link and code.

Your child will need to create an account on Sims Options Online using this link and we suggest they use the “external” account button then login with their School Google Mail account. Once logged in, students should complete their Options choices, selecting 4 options and one reserve, ensuring they change these options into the correct priority order on the right side of the screen. Press the **save button** at the top left to save your choices.

We do require parental approval which means you will then need to login with your account details, approve the choices and submit. Parents will also receive the same email to the email account they have registered with the school. Following the same process above, registering with your own email address with Sims Option Online, and tick the “Parental Approval” box to verify you are happy with the choices your child has made on the form.

To return to the Options selection form at any time please visit <https://www.sims-options.co.uk/> and login using the account you have registered with them.

If you have any questions or concerns regarding the above, please do not hesitate to contact me via options@coxgreen.com

Yours sincerely,

Mr C Holman
Assistant Headteacher