



Friday 28<sup>th</sup> February 2025

Dear Parent/Carer,

In preparation for our Options Taster Day and Evening on Thursday, March 13<sup>th</sup>, 2025, login details for the online portal used to select student subject options will be sent to parents and carers today. You should receive an email from **noreply@sims.co.uk**, containing an invitation link and an activation code. To access the portal, you **must** click the link provided in the email, as this is the only way to reach the correct website. It cannot be accessed through internet search engines or any other method.

You'll need to create an account on Sims Options Online using the link sent to you via email. Be sure to select the "External" account button at the bottom of the page, then log in with your email address following the provided instructions. Sims Options Online will go live after the Options Evening on Thursday, March 13<sup>th</sup>, allowing students to select their option choices.

Students will be receiving login details on Friday 14<sup>th</sup> March and will log into the portal at school so we can provide IT support as necessary.

After students have selected their options, parental approval is required. To confirm this, you will need to log in with your account details, check the "**Parental Approval**" box to indicate that you are satisfied with your child's choices, and then submit the form.

We have provided a step-by-step video to support with this process [https://youtu.be/LbJ\\_vkNuKaQ](https://youtu.be/LbJ_vkNuKaQ) which I would strongly recommend you use to avoid any issues and potential delays in the submission of options choices. You will also find the Options Booklet located here <https://cgss.co/9options> as well.

If you have any questions or encounter any issues, please email **options@coxgreen.com** and include your child's name and tutor group in the email subject line.

Yours sincerely,

Miss K Gratton  
Assistant Headteacher