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15th February 2023

Dear Parent,

Academic Options at Ellesmere College: Year 11 to 12

I am writing to remind you that the options for Sixth Form need to be completed. To help with the decision our Sixth Form Prospectus is available for you to peruse online. Further details of each course are set out via our website link [Sixth Form](#), where you can watch videos about each subject made by our teachers and the students who chose those subjects. When you land on the Sixth Form page, please scroll down to the heading **Sixth Form Prospectus**.

The webpage is also available here: <https://www.ellesmere.com/the-schools/sixth-form-choices/>.

Option choices are made through our online system. I sent out the guidance document with my letter on this in December. Pupils are to simply select the ones they want to study and then the work begins to put them into timetable blocks. Either Dr Gareth or I will make contact later in the term if the combination chosen doesn't fit. In most cases it does so we will only need to contact a small number, if any.

Dr Gareth will be available during the Sixth Form Information evening to assist you in putting your options into the system if you have experienced any difficulties. Alternatively, you can email our Director of ICT on andy.hassard@ellesmere.com for help with access to the Options-Online software.

The final date for the completion of the online options is Tuesday 28th February 2023. Please ensure that your son/daughter does not delay in submitting their options since it is important that their choices influence decisions about subjects and circuits. If there remains uncertainty by the 28th please email me to request an extension. There will be the opportunity to amend choices later, once circuits are finalized, but at that stage changes will have to fit within the timetabled blocks.

How to complete options online

Pupils will have received an email from 'noreply@sims.co.uk' into their Ellesmere email account. They should login to their Ellesmere email where they will see the email. They are to navigate to the 'Accept Invitation' link in the email then login by choosing the Microsoft option from the list presented and use their usual Ellesmere <http://www.ellesmereonline.com/>.

Yours sincerely,

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