



**THE CASTLE ROCK
SCHOOL**

Lionheart Educational Trust

HOW TO ACCESS OPTIONS ONLINE FOR THE FIRST TIME

LOG INTO BEEHIVE



The screenshot shows the Beehive app interface. On the left is a navigation menu with the following items: Home, Assignments, Timetable, Documents, Events, Classes, Rewards & Behaviours, Store, Smartcard, Consent, and Links. The 'Links' item is circled in red, and a red arrow points to it from the text 'Click on 'Links'' below. The main content area shows a post from 'Mr Larder-Dyson' titled 'WELLBEING AT LIONHEART WINTER 2022'. The post content includes the text 'Trust Wellbeing Newsletter Winter 2022 Students' and 'Please read attached document on wellbeing over the Christmas break. Merry Christmas!'. Below the text is an attachment titled 'Trust Wellbeing Newsletter winter 2022 12.12.22.pdf'. At the bottom of the post are icons for a heart, a thumbs up, and a trash can.

Click on 'Links'

HOW TO ACCESS OPTIONS ONLINE

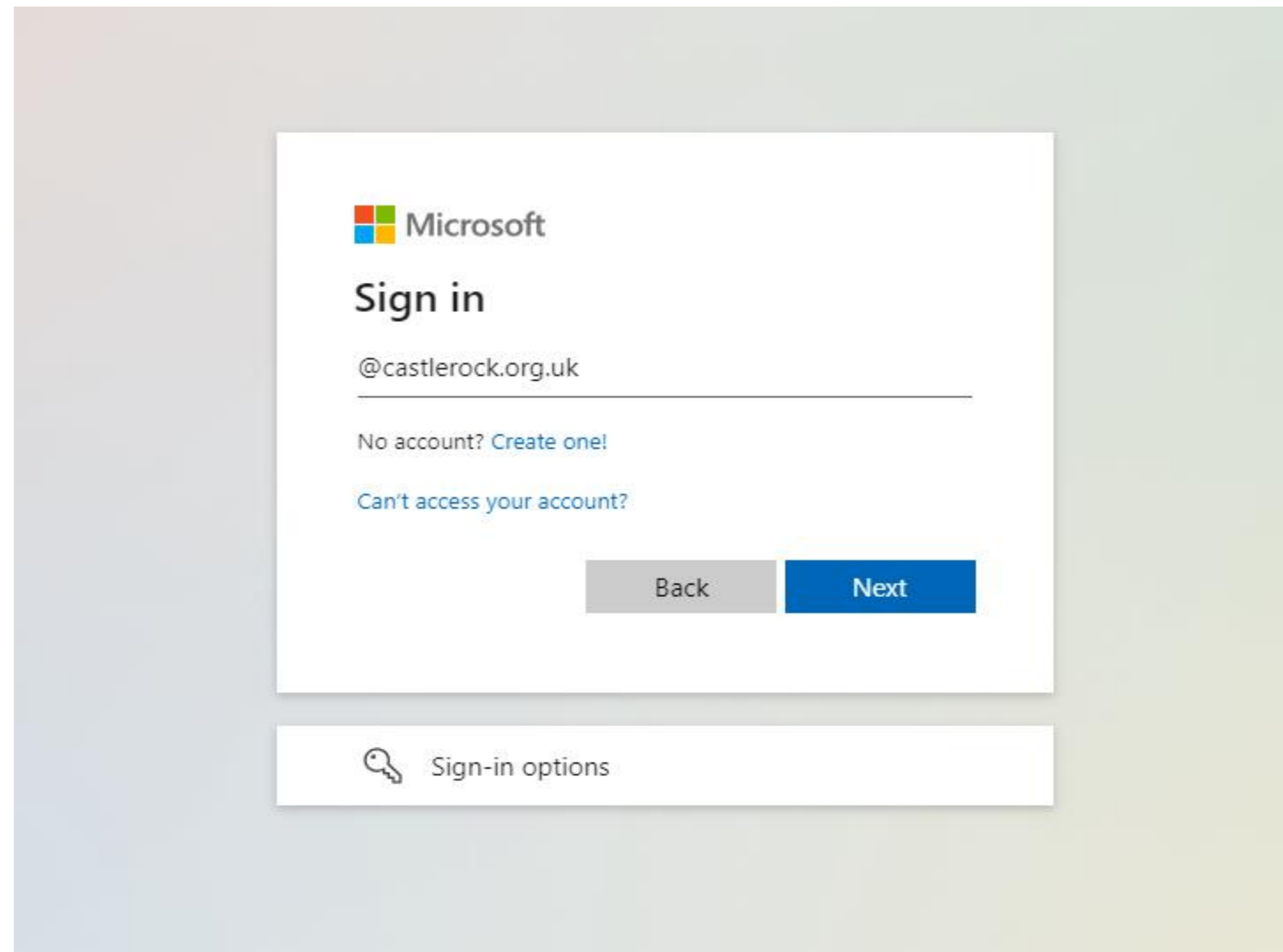


The screenshot shows a user interface for a school's online portal. On the left is a vertical navigation menu with icons and labels: Home, Assignments, Timetable, Documents, Events, Classes, Rewards & Behaviours, Store, Smartcard, Consent, and Links (highlighted with an orange circle). The main content area is titled 'Links' and is divided into several categories:

- General:**
 - Office 365** (highlighted with a red circle): <http://portal.office.com>. Description: Check email and use Office programs such as Word and Excel.
 - Virtual Learning Environment**: <https://vle.lionhearttrust.org.uk>. Description: The Lionheart Academies Trust VLE.
- Curriculum:**
 - SAM Learning**: <http://www.samlearning.com>. Description: Award-winning online learning proven to improve GCSE results.
 - Dr. Frost Maths**: <https://www.dr frostmaths.com/>. Description: A free online learning platform with resources, videos and a bank of exam questions.
- Careers:**
 - National Careers Service**: <https://nationalcareers.service.gov.uk/>
 - Find an Apprenticeship**: <https://www.gov.uk/apply-apprenticeship>
 - T-Levels**: <https://www.tlevels.gov.uk/>
 - PS16**: <https://ps16.co.uk/>
 - UCAS**: <https://www.ucas.com/>
- Unifrog**: <https://www.unifrog.org/>
- School Websites:**
 - Castle Rock School**: <http://www.castlerock.org.uk>. Description: The Castle Rock School public website.
 - Lionheart Educational Trust Website**: <http://www.lionhearttrust.org.uk>. Description: The website of the Lionheart Educational Trust.

On the right side of the main content area, there is a large text box that reads: "Open Office 365 to access email".

HOW TO ACCESS OPTIONS ONLINE



Log in with your school email

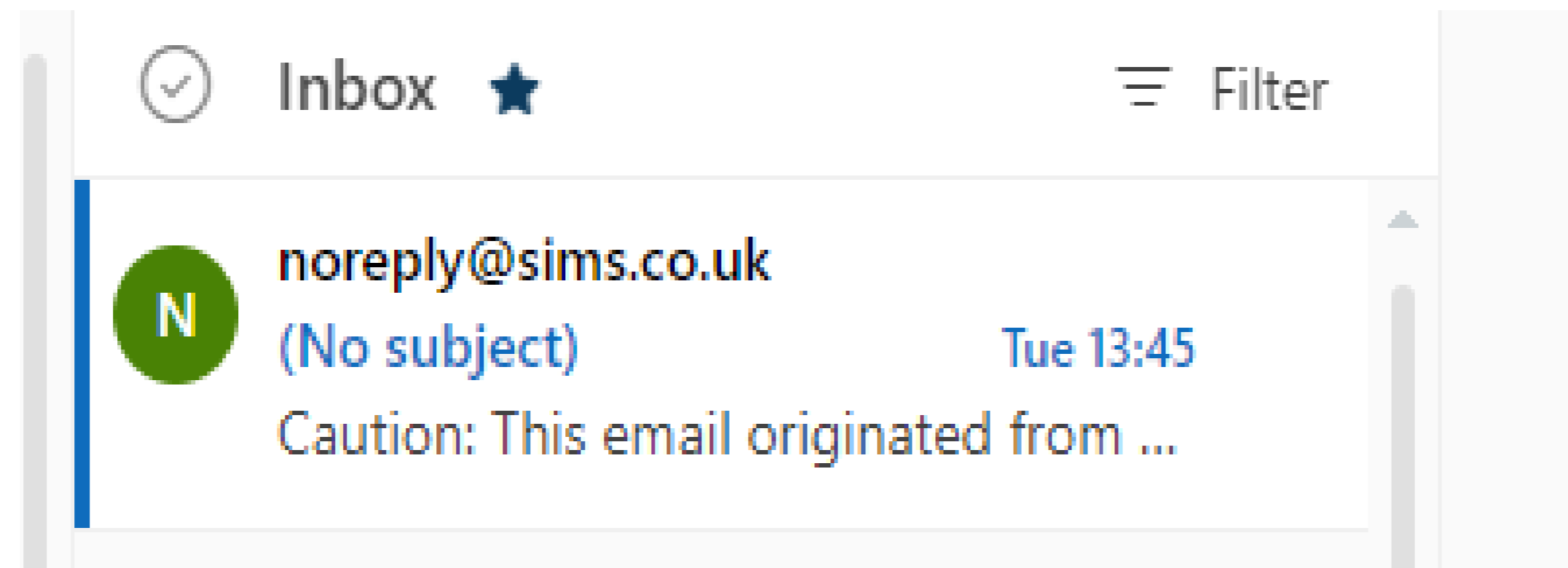
Should start with '2020'

HOW TO ACCESS OPTIONS ONLINE

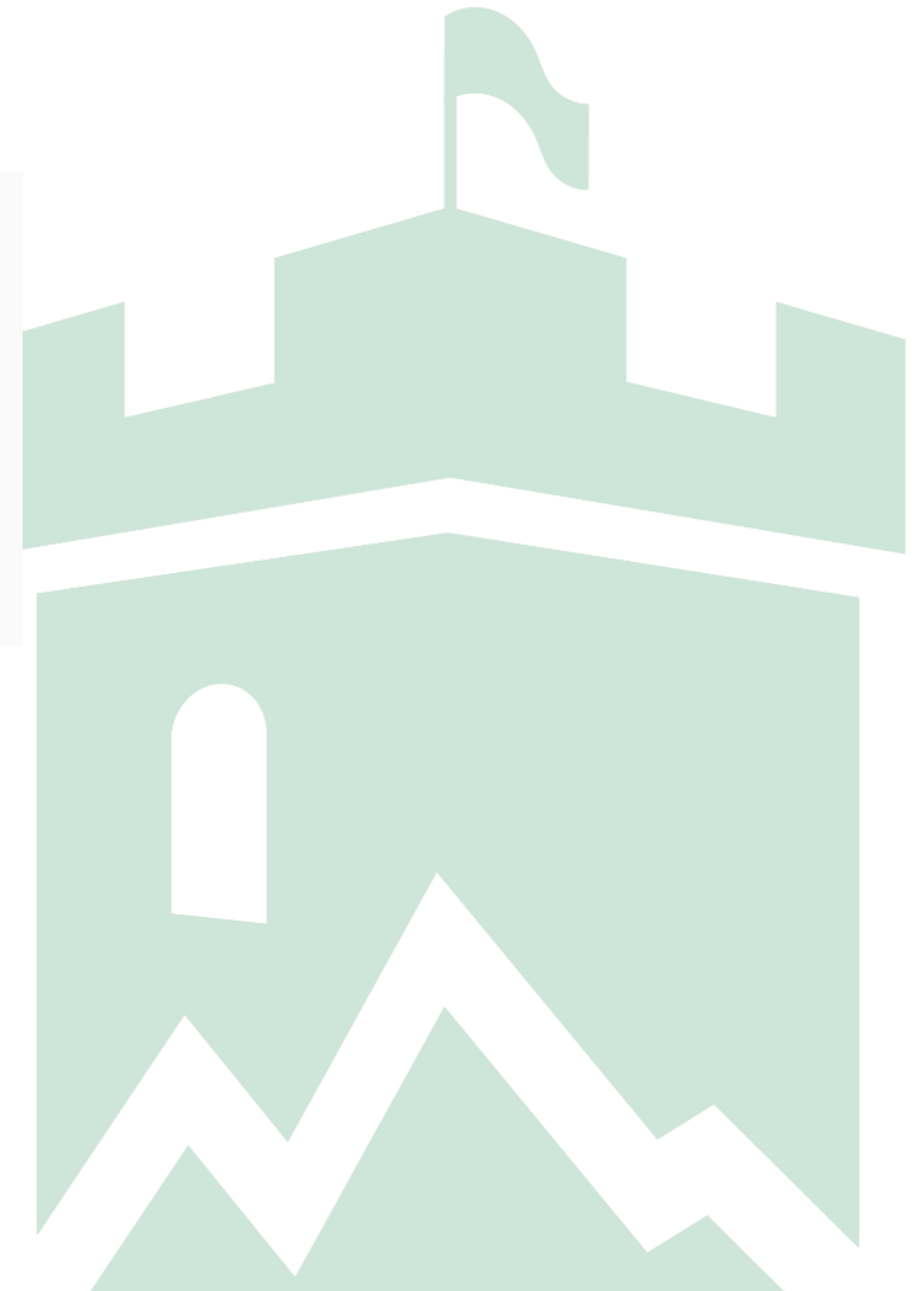
A screenshot of the Microsoft 365 home page for a user named 'LIONHEART EDUCATIONAL TRUST'. The interface includes a top navigation bar with a search box and a 'Microsoft 365' label. Below this is a banner for the Office app. The main content area shows a 'Good morning' greeting, a 'Quick access' section with filters like 'All', 'Recently opened', 'Shared', and 'Favourites', and a list of documents including 'L1%20-%20Worksheet' and 'Presentation3'. On the left, a vertical sidebar contains icons for Home, Create, My Content, Apps, Outlook, Teams, Word, Excel, PowerPoint, and OneNote. A red arrow points from the text 'Click on 'Outlook' to show all of your emails' to the Outlook icon in the sidebar.

Click on 'Outlook' to show all of your emails

HOW TO ACCESS OPTIONS ONLINE



Look for this email in your inbox



HOW TO ACCESS OPTIONS ONLINE



Some content in this message has been blocked because the sender isn't in your Safe senders list. [I trust content from noreply@sims.co.uk.](#) | [Show blocked content](#)



noreply@sims.co.uk

To: [Redacted]



Tue 03/01/2023 13:45

Caution: This email originated from outside of the Lionheart Educational Trust Network.

Do not click links or respond to the message unless you recognise the sender and know the content is safe. If you are unsure, please contact IT Support

Hi [Redacted]

Simply accept this invitation and register within 90 days.

[Accept Invitation](#)

Click to accept the invitation

If the button above doesn't work, copy and paste the following link into your browser.

<https://registration.sims.co.uk>

Should you need to enter it, your personal invite code is: [Redacted]

Sent on behalf of,

Castle Rock High School

HOW TO ACCESS OPTIONS ONLINE



SIMS

Activate Your Account

So that we can confirm your identity, please enter your email address and personal invitation code.

Username

Invitation Code

Next

Alternatively you may complete the registration using an External Account.

Register with an External Account

Secured by SIMS ID
ESS Hosted Services: [Check Service Status](#)

Type in your email address

The Invitation code should be filled in already

HOW TO ACCESS OPTIONS ONLINE



SIMS

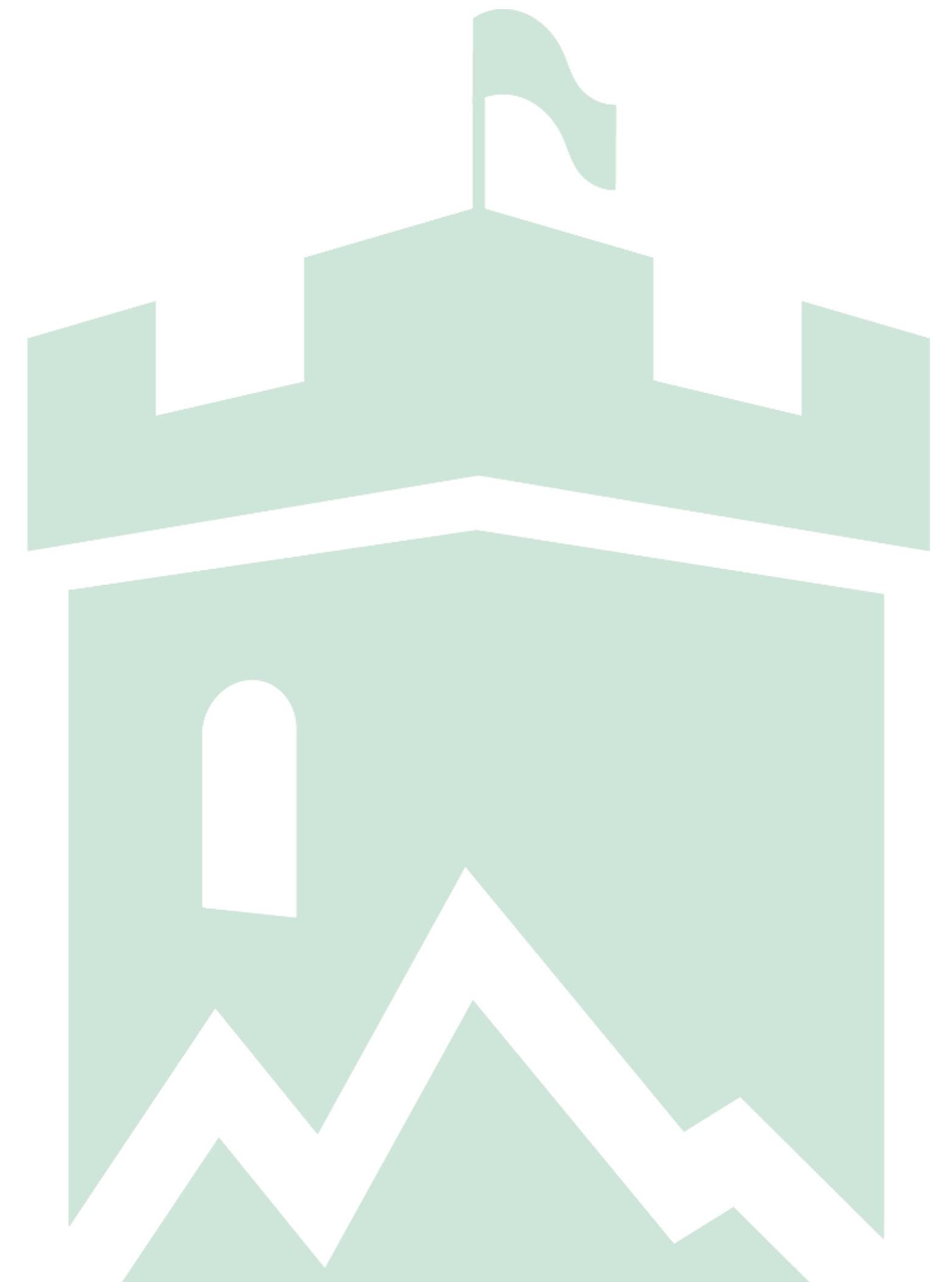
Account Registration

So that we can confirm your identity, please answer your security question below.

What is your date of birth? (DD/MM/YYYY)

Next

Secured by SIMS ID
ESS Hosted Services: [Check Service Status](#)



HOW TO ACCESS OPTIONS ONLINE



SIMS

Create a Strong Password

- At least one capital letter ✓
- At least one number ✓
- At least one special character ✓
- At least 8 characters ✓

Password

Confirm Password

Show Password

Next

Secured by SIMS ID
ESS Hosted Services: [Check Service Status](#)

Do not lose your password

I do not get a copy of it!

HOW TO ACCESS OPTIONS ONLINE



SIMS

Account Registration

Your account has been successfully created.
You are now able to log in.

[Log In](#)

We have sent you an email to confirm your email address. This is necessary to allow you to be able to reset a forgotten password.

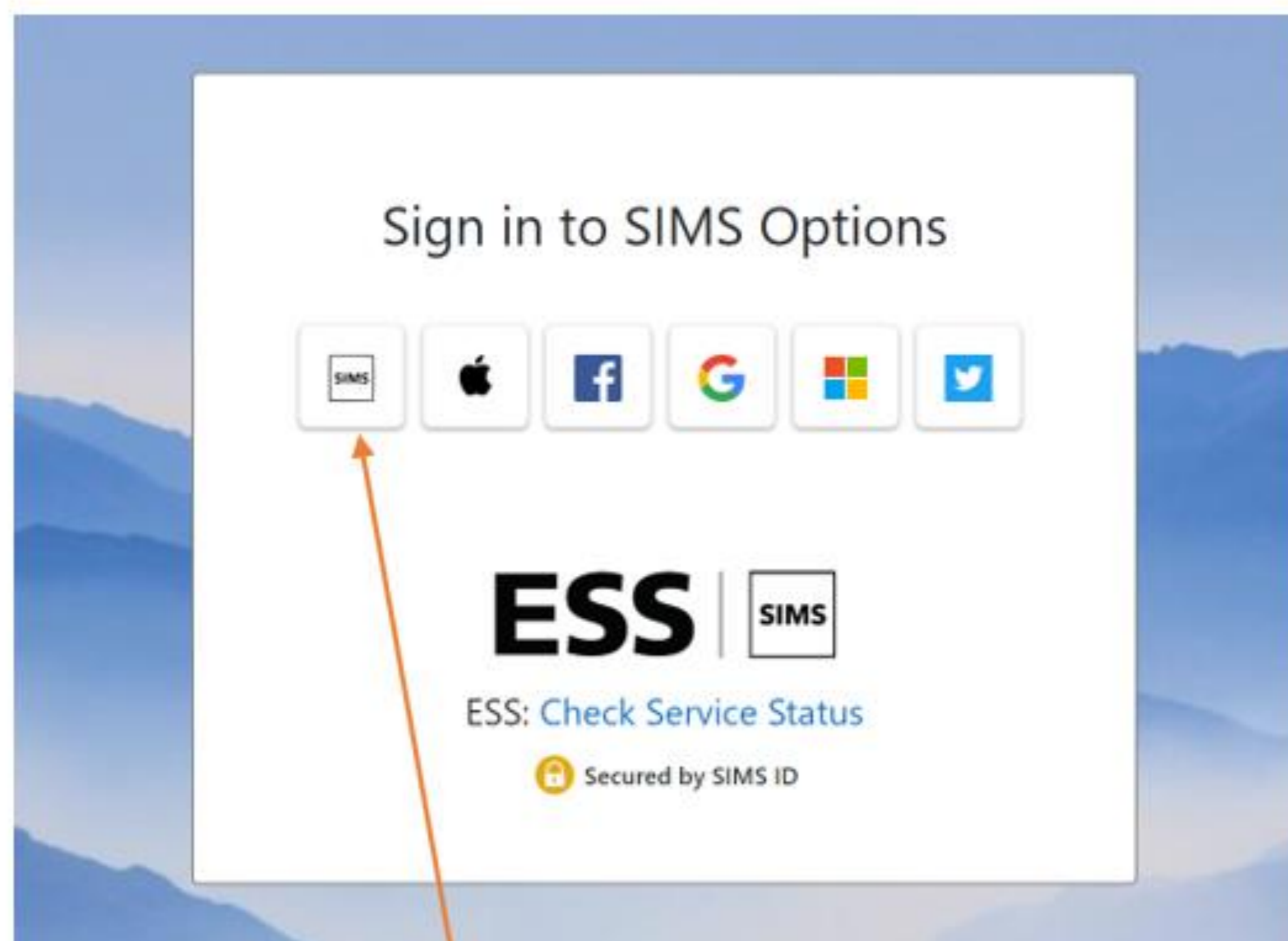
Please read the email and follow the instructions to validate your email address.

Remember to check in your SPAM folder

Secured by SIMS ID
ESS Hosted Services: [Check Service Status](#)



HOW TO ACCESS OPTIONS ONLINE



Click on the Sims icon

HOW TO ACCESS OPTIONS ONLINE



Sign in to SIMS Options

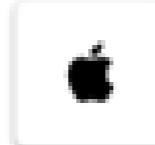



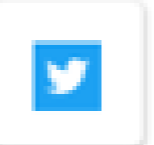
Username
#####@castlerock.org.uk

Password

Show Password [Forgot Password?](#)

Sign in

OR

Log in using your school email address and the password you have just created.

In future, access Options Online through the school website or using the email link.

HOW TO ACCESS OPTIONS ONLINE



The screenshot shows the website castlerock.org.uk with a navigation menu at the top: HOME, ABOUT US, PROSPECTIVE STUDENTS, CURRENT STUDENTS, CURRENT PARENTS, NEWS & EVENTS, CAREERS, CURRICULUM, CONTACT. Below the menu is a grid of links. A red circle highlights the 'YEAR 10 OPTION' section, which contains the following links: Introduction, How To Complete Options Online, Options Booklet 2023, and Options Evening Invite Letter. The background of the website features a man in a suit with his hands outstretched. At the bottom, there is a 'LIONHEART TEACH' section with a 'FIND OUT MORE' button. The browser's address bar shows the URL <https://www.castlerock.org.uk/media/k3efqcpv/introduction.pdf>. The system tray at the bottom right shows the time 10:04 and date 04/01/2023.

PUPIL CENTRED, POSITIVE AND PROFESSIONAL

HOW TO ACCESS OPTIONS ONLINE



**THE CASTLE ROCK
SCHOOL**
Lionheart Educational Trust

Welcome to the Year 9 Options page.

There are links on the side of the page to our Options booklet which should contain all of the information you need to help with your choices.

There is also step by step instructions on how to complete the online form.

If you are logging onto the options page for the first time, students must access their school email first and follow the link they have been sent. Following this, just click on the link below:

<https://www.sims-options.co.uk/>


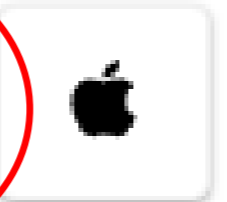



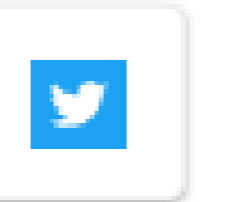
The deadline for the option form to be completed is Friday 20th January. Until this date, the form can be changed as often as you like. At the end of Friday 20th January, the entries will be locked and the process of allocating places to students will begin. Please note that if the deadline is not met, it is likely that your child will not be able to receive their first-choice subjects. Additionally, completing the form early does not guarantee choices as it is not first come first served. It is preferable that students take time and consider their choices before entering their subjects. Once the course has started in September, we will try to accommodate changes within the first four weeks of term, class size allowing. As a significant amount of core knowledge is delivered at the start of Year 10, transfers after this date will not be possible.




HOW TO ACCESS OPTIONS ONLINE




Sign in to SIMS Options

ESS | 

ESS: [Check Service Status](#)

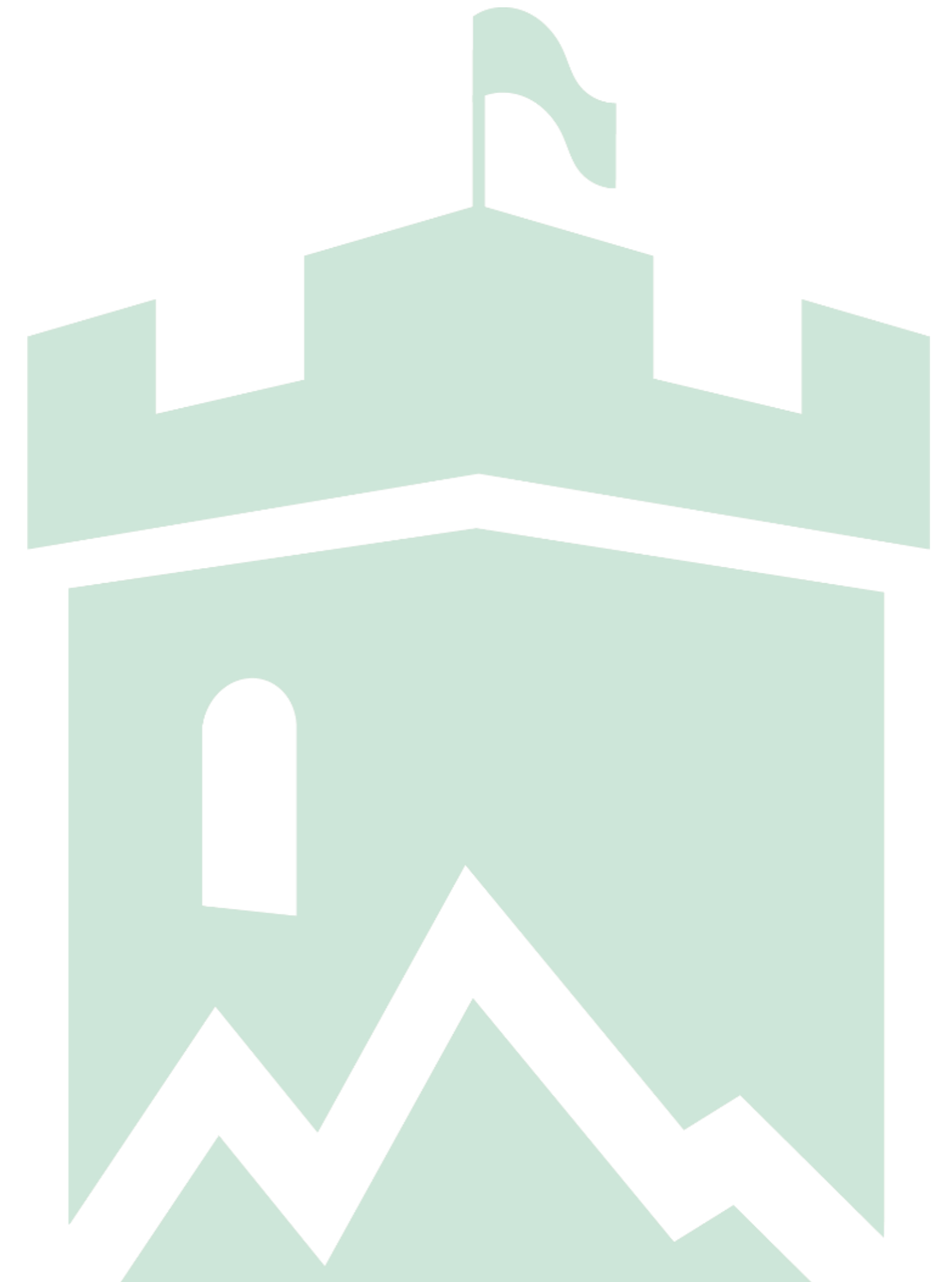
 Secured by SIMS ID



- Mr Cooling
- Office BY40



HOW TO ACCESS OPTIONS ONLINE



PUPIL CENTRED, POSITIVE AND PROFESSIONAL