



1536



1701

THE COOPERS' COMPANY AND COBORN SCHOOL

Love as Brethren

Headteacher: Ms Sue Hay, BA(Hons), PGDip, NPQH

St Mary's Lane, Upminster, Essex RM14 3HS

| Tel: 01708 250500 | Email: info@cooperscoborn.org.uk | Website: www.cooperscoborn.org.uk |

10th September 2021

Dear Parents and Carers

Extra-Curricular Clubs and SOCS Booking Service

I'm pleased to be able to inform you that extra-curricular clubs at the School are now launching for this academic year. Following on from a very disruptive year, we are returning with as many clubs as possible across a variety of subject areas. The attached list details the many opportunities available to your child with more to come in the future.

In order for your child to be a part of this excellent provision, all students need to 'book in' for any clubs they wish to attend. The system we are using is called 'SOCS' and a guide to accessing, and booking sessions, can be found below:

Student log-in

- 1) Access the CCCS SOCS website; <https://www.socscms.com/login/506> This can also be accessed through the 'Quick Links' menu on our main School website homepage.
- 2) Select 'pupil' on the options at the top (rather than staff or parent).
- 4) Fill in your school email address. Click on 'forgotten password'. This will email a link to your school email address where you will then be able to set your unique password.
- 5) Re-enter the website with your new password.
- 6) Click on activities then the club category, e.g. 'Sports Clubs'.
- 7) Find the event, eg 'Fitness Club' then click 'Add'.
- 8) You're now signed up and can see your event each time you log-in in the 'My Calendar' option.
- 9) Save this website to your homepage, and save the password, for easy access next time.

Parent log-in

- 1) Access the CCCS SOCS website; <https://www.socscms.com/login/506> This can also be accessed through the 'Quick Links' menu on our main School website homepage.
- 2) Select 'parent' on the options at the top (rather than staff or parent).
- 4) Click on 'Activate Account'. Enter the email address you have registered with the school (this is an email we have on our current records), and then select 'Activate'.
- 5) An email will then be sent to your email address containing an activation link where you can set a password. Once you have followed the instructions on the link you should then be able to log in using your email address as the username and your password.

If you experience any issues receiving the activation link via email, please ensure to check the following:

- Check the email has not been sent to your junk folder
- Add 'noreply@misocs.com' to your safe senders list and try re-activating your account again



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A few further points to note for extra-curricular club bookings are as follows:

- Clubs will either be bookable as: **weekly sessions** (i.e. for very popular clubs the student would need to book their place every week) or as a **termly sign up** (i.e. the student is booked into that club for the entire term)
- Clubs may have limited spaces. Therefore, once a club is full no further bookings can be taken and, unfortunately, we cannot accept additional students onto the club that week.
- Therefore, it is important that students do not book onto a club and then fail to turn up as this wastes a place for another student. If a student cannot attend a club they have booked they need to cancel their booking through the SOCS portal in the 'activities' section.
- If a student regularly fails to turn up for clubs they have booked, then their booking facility may be removed for a limited period.
- The clubs will go 'live' on the SOCS system at the end of the school day on **Friday 10th September**.

Extra-curricular is such an important part of school life and the skills gained by students that regularly participate are clearly evident including social development, increased confidence, heightened initiative and overall well-being. Please do encourage your child to make the most of the opportunities as they arise and be fully involved in this important 'pillar' of Coopers Coborn.

Thank you for your continued support and please do not hesitate to email me if you have any questions or feedback on our extra-curricular programme.

Your faithfully

Mr Duncan

Assistant Headteacher, mdu@cooperscoborn.co.uk