



# Birchwood High School

*your dreams, your future, our challenge*

Dear Parents & Carers,

Last term we introduced a new online system to help manage our co-curricular clubs and activities. SOCS enables students to view available activities and sign up for clubs online. Details of sports fixtures, team sheets and the live sports calendar are available for parents to view in the 'Sports' module.

For those parents new to Birchwood, please find log in instructions below:

## Step 1

Access your school's SOCS login page by searching for the school on the following link:

<https://www.socscms.com/login>

## Step 2

Select the 'Parent' tab

## Step 3

Select 'Activate Account' as indicated on the screen shot below:

Staff Pupil Parent

### Parent Login

Login Enquiries:

Email Address:

Password:

REMEMBER ME ON THIS DEVICE

[FORGOT PASSWORD](#) | [ACTIVATE ACCOUNT](#)

Login

Principal, Mr Sam Griffin

Parsonage Lane, Bishop's Stortford, Hertfordshire, CM23 5BD

Telephone: 01279 655936 | Email: [admin@birchwoodhigh.org.uk](mailto:admin@birchwoodhigh.org.uk) | Website: [www.birchwoodonline.co.uk](http://www.birchwoodonline.co.uk)

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## Step 4

Enter the email address the parent has registered with the school, and then select 'Activate'.

Staff Pupil Parent

## Parent Login

Login Enquiries:

To activate your account, enter your email address below and click the activate button. An account activation link will then be sent to you via email.

Email Address:

Cancel Activate

## Step 5

An email will then be sent containing an activation link whereby 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 new 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' and 'parents@misocs.com' to your safe senders list and try re-activating your account again

Once you have successfully logged in:

Click on 'Activities' and then 'My Activities' to view the clubs & fixtures your child is currently attending.

Each student will be provided with their own log in details and will be able to view the same information.

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## **Instructions for students**

Students will be expected to sign up for clubs independently. Years 8 – 13 should already have their login in codes and we will therefore be setting a homework task next week with instructions as above for new students to create their log in.

Once logged in:

- To sign up for new clubs, they need to click on '**Activities**', then the relevant category and '**Add**'.
- **ALL** students are expected to log on to the platform. There is an option to opt for '**No lunchtime clubs**' and '**No after school clubs**'. Please ensure that this is completed should they not wish to participate.
- Please note that the final date for sign up is **26 September 2025**. However, there will be some negotiation whereby teachers can add students and adapt registers for them should they change their mind.

We want as many of our students actively participating in the vast offer we have at Birchwood and look forward to seeing students attend and enjoy what is a valuable opportunity.

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