



The Manor
Preparatory School

To Parents of Children in Years 3 to 6

Friday 7 December 2018

Dear Parents

Changes to the Communication of Sports Fixtures

We are writing to inform you of the changes to the administration of our fixtures. In doing so, we hope that this will make it easier and less time consuming for you. The current communication system that we use to inform you of fixtures, namely Clarion Call, will be replaced with a far more sophisticated package called SOCS.

The changeover will take effect from the Spring Term 2019.

The most significant change for you is that it will become an **opt-out** process instead of opt-in. Therefore, you will no longer receive an email asking you to confirm your child's participation in a fixture. Instead, you will be able to view the team sheet directly via The Manor Sport website – www.manorprepsport.org. We will assume that your child will be participating unless you tell us otherwise. In addition to the team sheet being published on our website, this information will continue to be displayed in the classrooms for the children to see. Also, fixtures for the week commencing will appear on the big screen in the Sports Hall for everyone, including parents, to view.

There are currently two fixtures taking place for the week commencing 8 January for you to view immediately. To do so, please follow the instructions on the attached document.

Collecting your child after fixtures

If you are collecting your child, or if someone else is collecting your child on your behalf with your permission, please ensure that your child is signed out by a member of staff. If you have any specific collection details, please email the member of staff in charge of the fixture.

Whilst this is a significant change within the school, it is an exciting step forward in developing our communication in sport with you and the children, with the aim of reducing the volume of emails generated and received. If you have any questions, please do not hesitate to contact us or visit the PE office and we will happily help you.

Yours sincerely

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How to access SOCS

The Manor's new fixtures communication system

If you wish to see the full Sports Programme, with details of all the fixtures, sports news, photos and more, then you can visit <http://www.manorprepsport.org>. We aim to communicate team selections two weeks ahead of the fixture date.

You can save the address in your favourites and send it to your family and friends.

To see at a glance What's On, Where and When, you have a number of choices:

- You can navigate to our Sports Calendar via the main menu, and then select the day that you are interested in. This will show the venue and whether the fixture is home or away. It will have a link to the location map of our opponent's school if the fixture is away. You can also see the teams selected for the fixture wherever you see this blue image . From the Sports Calendar, you can also click directly through to an age group's Fixture List by clicking the Team's Name, e.g. 'Girls U10 Hockey'.
- Our team sheets will be password protected on the sports website. This will be distributed to you all via separate email after 4.30pm today (Friday 7 December 2018). The password will be the same for all Manor users. We would ask that, in line with the school's safeguarding policies, you do not share this password with anyone.
- If you are following a particular age group, you can also select Sports & Teams Fixtures & Results from the main menu. Then select a particular sport and your child's age group to see past and upcoming fixtures.
- From a team's Fixture List, you can find their location by clicking on the map point button . You can also download the entire Fixture List to your personal calendar on your PC or mobile device (such as an iPhone or iPad). Any changes we make to our Fixtures will be synchronised with your personal calendar whenever you connect your PC or mobile device to the Internet.
- If you are visiting our sports website on your mobile phone, you will notice that it loads up as a Mobile Web App. Full instructions of how to get the most out of the Web App can be found online by clicking here [>>>](#). The mobile Web App will allow you to access Fixture and team sheet information on the go.