

Dear Parent/Carer,

I write in connection with parent booking and payments for activities and trips at Howell's School.

The key element to this is the parent trip and activity management account called myEVOLVE. This internet-based resource enables you to view all of the activities and trips that your child is booked on, book places on new trips and activities and make payments. Please note that this service will be available to you from the first teaching day that your child attends school.

Stage 1: Setting up your myEVOLVE account

The first task will be to validate your myEVOLVE account. I have included the user guides for setting up myEVOLVE for the first time on mobile devices after this introduction and a guide on booking activities and trips.

Stage 2: Viewing and booking activities and trips via myEVOLVE

We have added all activities for the forthcoming term onto myEVOLVE. Please note that you can pay for activities directly through myEVOLVE where required but may continue to pay for these using card/BACS (and childcare vouchers for Before School Care/After School Care/TOOT holiday care) if you prefer. Payment must be completed within 5 working days to fully confirm your booking.

You will receive notification of trips that your child may like to attend via school emails. You will book and confirm their place using the payment methods noted above. You will also receive parent trip updates via myEVOLVE together with messages from trip leaders. Please note that some trips will not require any additional payment and notification will be information only.

It is essential that we hold your current email address, mobile phone number and up to date medical information. Please contact schooloffice@how.gdst.net to inform us of any changes.

Please contact Rachel Griffiths in the Finance Office (rachel.griffiths@how.gdst.net) if you have any questions relating to the use of myEVOLVE or Cathy Darnton (cathy.darnton@how.gdst.net) if you have any questions relating to trips/activities.

Yours sincerely,



Sally Davis (Mrs)

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1. Setting up your myEVOLVE account for the first time

At Howell's School we use myEVOLVE for parents to enable you to view all of the activities and trips that your child is booked on to and make payments.

To initiate your account, please visit www.myevolve.online/activate and follow the on-screen instructions to set up a password on the account etc. The account has been created for you with the address that we have on record as the email parent contact for school emails.



Activate myEVOLVE Account

Please enter your email address to activate your myEVOLVE account. Once you click [Activate Account] you will receive an email with instruction on how to set your password for your account.

[View Terms and Conditions](#)

I agree to the Terms and Conditions of use.

Cancel

Activate Account

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[Privacy Policy](#) [Terms of Use](#)

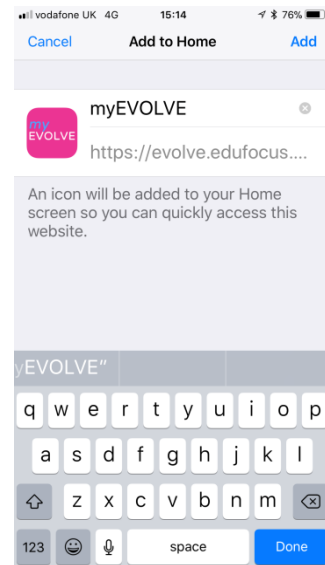
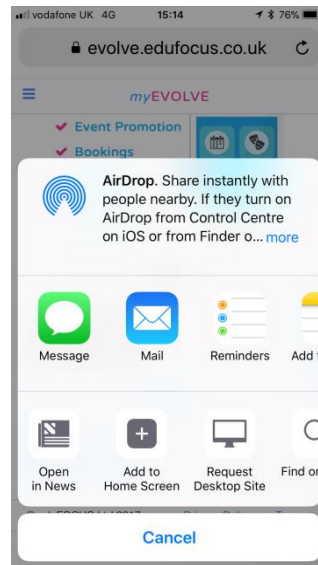
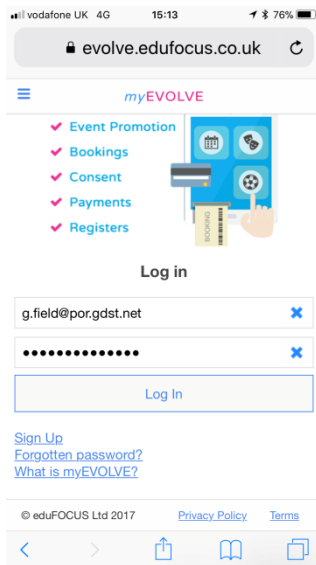
Your children have been linked to your email address prior to you accessing your new account and you should see them listed, together with any trips or activities that they are currently listed as attending. Please note that you may know that your child is attending a particular trip but this is not listed as such in myEVOLVE. This will be because the attendance register has not been assembled for the trip at that time for curriculum trips.

You can access your account via the web address or set up a direct link on your phone or tablet. An indication of what is required to set this up is outlined below.

Please note that after setting up your account, you must log in via www.myEVOLVE.online

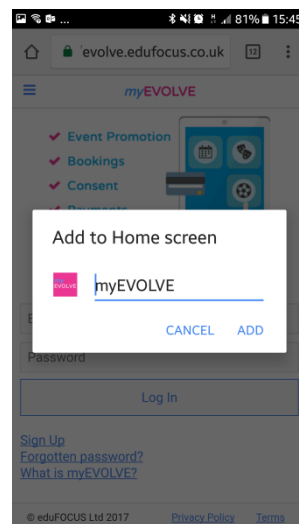
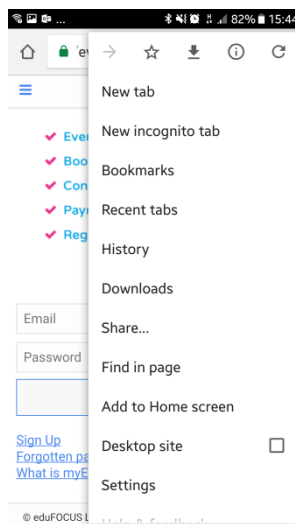
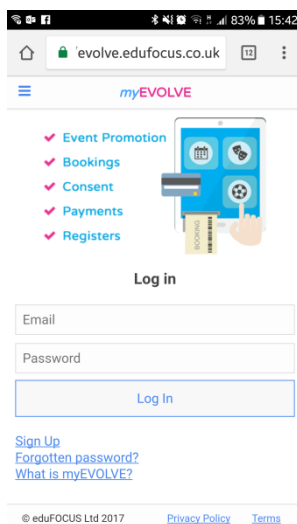
On Apple devices:

1. Visit www.myEVOLVE.online
2. Click on the square-with-arrow share icon
3. Choose Add to Home Screen
4. myEVOLVE will create an icon on your home screen as shown on the next page



On Android devices:

1. Visit www.myEVOLVE.online
2. Click on three dot menu icon in the top right hand corner of the screen
3. Choose Add to Home screen
4. Click ADD and myEVOLVE will create an icon on your home screen



Following registration for your myEVOLVE account, you will be receiving emails from Edufocus. Please check your email settings to ensure that these emails are not sent to your junk folder.

2. Evolve Consents:

We are now using our Evolve visit planning software to record parental consent for those visits that require this beyond that given in the school-stage consent completed previously.

When your child is added to such a visit, you will receive an email from Evolve inviting you to read a consent form and give your agreement for them to attend. The email link is shown in image 1.

1.

Consent Request

A request for consent has been submitted to you for the following visit or activity.

School/College: Howell's School
Department: Enterprise
Student: E...mas
Event: Yr 12 University Trip 2019
Date(s): 01/04/2019
Staff Member in Charge: Phill Maurice

Click [here](#) to view further details and complete the consent form. If you have any questions, please contact Howell's School directly.

**** DO NOT REPLY TO THIS AUTOMATIC EMAIL ****

This email was sent by [EVOLVE](#).

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2.

Consent Form Submitted

The following consent form has been successfully submitted:

Student: E...mas
Event: Yr 12 University Trip 2019
Date: 01/04/2019
Staff Member in Charge: Phill Maurice

Consent Granted by Be...mas @ 2019-03-28 12:17:39

**** DO NOT REPLY TO THIS AUTOMATIC EMAIL ****

This email was sent by [EVOLVE](#).

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When you follow the link you will be able to read through the form content and add your consent. Evolve will indicate when it has successfully received this confirmation as shown in image 2. You will also be able to view this in your myEVOLVE area.

Please note that there are several different types of form that include activities on or near water as well as those that include other specified activities.

Please contact the Finance Office at rachel.griffiths@how.gdst.net if you have any questions on any element of **myEVOLVE** at this stage.

Yours sincerely,

Sally Davis (Mrs)

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