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9 February 2022

Dear Parent

### **EVOLVE - new electronic consent system for trips**

Last year, we began to use an online system called EVOLVE to sign up and register students for enrichment clubs and after school activities.

We are now rolling this system out and will be using it for electronic communications and consent for school trips. EVOLVE allows parents to complete consent forms, check medical details and so on, directly from the email notifications that are sent to your registered email address.

From these emails you will be able to:

- Confirm consent
- Confirm any payment information
- Update medical or contact details for your child
- Provide any other information relevant to the activity

We will also be able to use the system to communicate any further details about the trip such as reminders about kit lists, payment schedules and so on.

You don't need to set up an account to use EVOLVE. However, many parents will want to create a myEVOLVE account so they can view everything in one place rather than having to trawl through their inbox when looking for a consent form email that they completed a few weeks ago.

You can set up your account by clicking on the link that says 'Create account' in the top right-hand corner of any trip consent forms we send you. You can also download *myEvolve* from the App store to add to your phone. Parents with students attending school clubs may have already set up their own myEVOLVE account and won't need to do it again if that is the case

Emails sent to you will show up as being sent from EVOLVE so please bear this in mind if you are expecting an email from the school about any enrichment activities or school trips.

Please contact the school office if you have any further questions.

Yours faithfully

Mrs J Godbolt  
Business Manager