

Dear Parent,

As part of our developing use of web-based services, we are introducing myEVOLVE for parents. This is an extension of the system that we use for planning and managing all visits and it will support you in booking your daughter on to clubs and visits.

A key part of myEVOLVE is the facility for you to be able to view all of the clubs and trips that your daughter is booked on to and to be able to make payments. You will also be able to give your trip consent without the need to return paperwork to school.

To initiate your account, please visit [www.myevolve.online/activate](http://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 email that we have on record as the email parent contact on InTouch.

**myEVOLVE**

**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

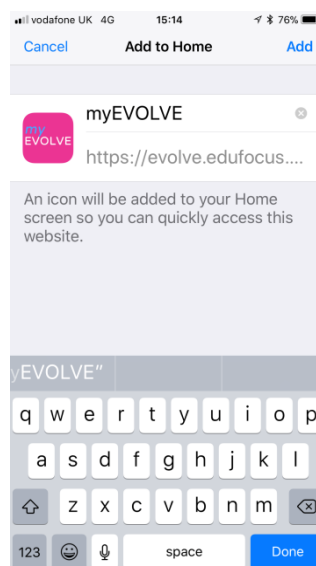
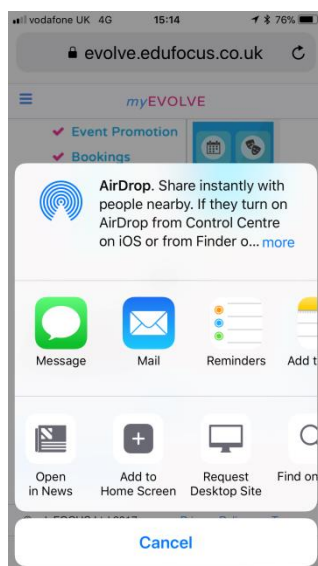
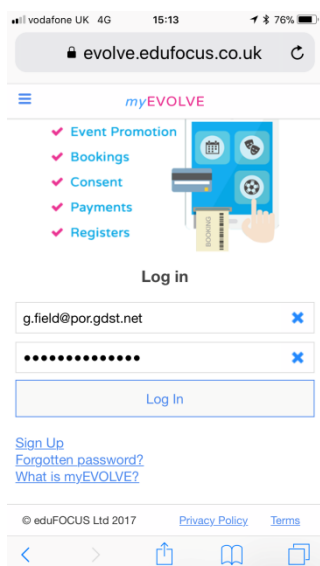
© eduFOCUS Limited 2017 [Privacy Policy](#) [Terms of Use](#)

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 that they are currently listed as attending. Please note that you may know that your daughter is attending a particular trip but is not listed as such in myEVOLVE at present. This will be because the attendance register has not been assembled for that trip.

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:

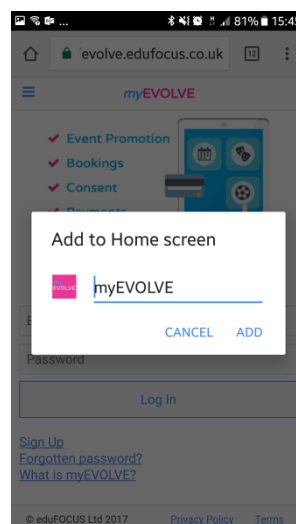
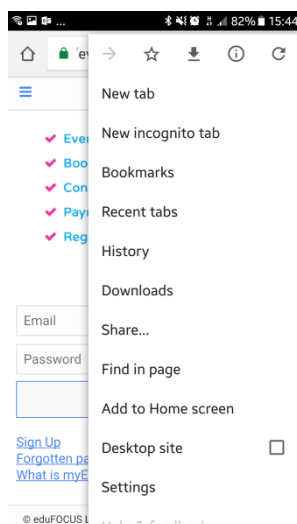
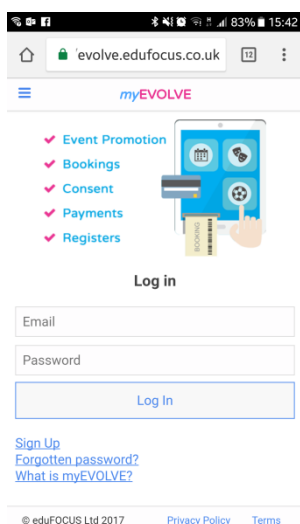
*On Apple devices:*

1. Visit [www.evolve.edufocus.co.uk/myevolve](http://www.evolve.edufocus.co.uk/myevolve)
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.evolve.edufocus.co.uk/myevolve](http://www.evolve.edufocus.co.uk/myevolve)
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.

Further information regarding the use of myEVOLVE produced by Edufocus is attached to this email. You will receive further information from the school on how to use your myEVOLVE account to book your child onto trips and clubs shortly.

Please contact me if you have any questions at this stage - [g.field@por.gdst.net](mailto:g.field@por.gdst.net).

Yours sincerely,

Graeme Field.

Assistant Head – Development.