



Icknield Community College

Headteacher: Mr Mat Hunter BA (Hons), MSc, NPQH
Love Lane, Watlington, Oxfordshire OX49 5RB



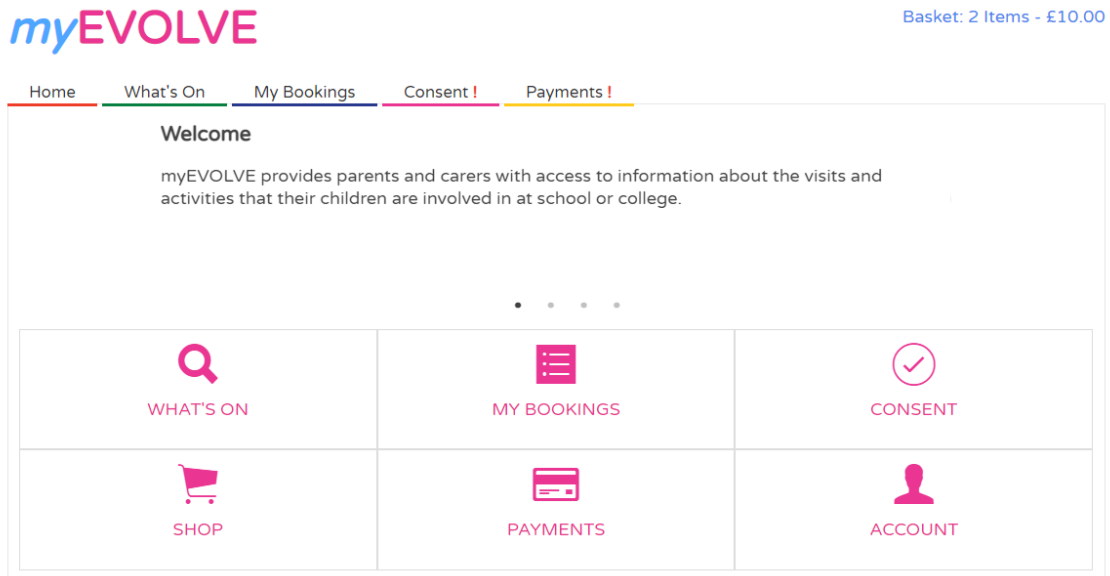
9 November 2022

Dear Parent/Carer

Our current contract with ParentMail® is due to expire at the end of November 2022. We are delighted to introduce you to myEVOLVE, our chosen online system for managing Consent, Bookings and Payments for educational visits, clubs, activities and the online EVOLVEshop.

By using myEVOLVE we will send you details of forthcoming educational visits, clubs and activities to your registered email address with the school. Each email will contain a secure link, enabling you to make a booking or register your interest for a student for an activity, make a payment, and also grant electronic consent... all in one, easy place.

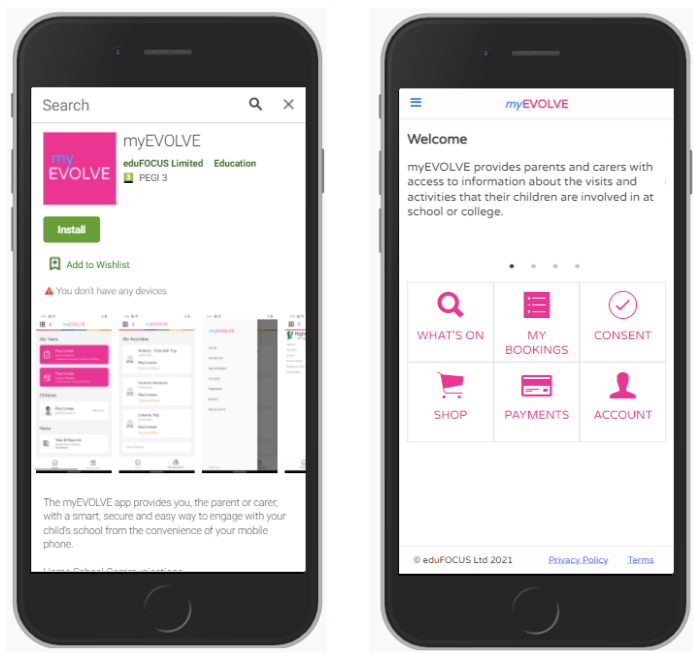
What's more, whilst you can take action directly from those email invitations without logging in, you will have the option to create a myEVOLVE account should you wish:



Creating a myEVOLVE account is preferred but does not preclude you from making a booking or payment or completing a consent form directly from the secure links within the email invitations. **However, by creating a myEVOLVE account, you can centrally manage all previous and forthcoming activities, including browsing What's On, managing your bookings, reviewing outstanding and previous consent forms and payments etc.** You can also log into myEVOLVE to view EVOLVEshop items and make purchases. Current items available to buy online will include school ties, pencil cases, art sketchpads, scientific calculators etc.

Trips already activated on ParentMail (Slapton Ley / Osmington Bay) will be migrated to myEVOLVE and parents/carers will be able to see payments that have been made previously, and any outstanding and future payments can be made through myEVOLVE.

Once you have created an account you can download the myEVOLVE app from the Apple Store or Google Play Store and easily manage everything from your smart phone or tablet.

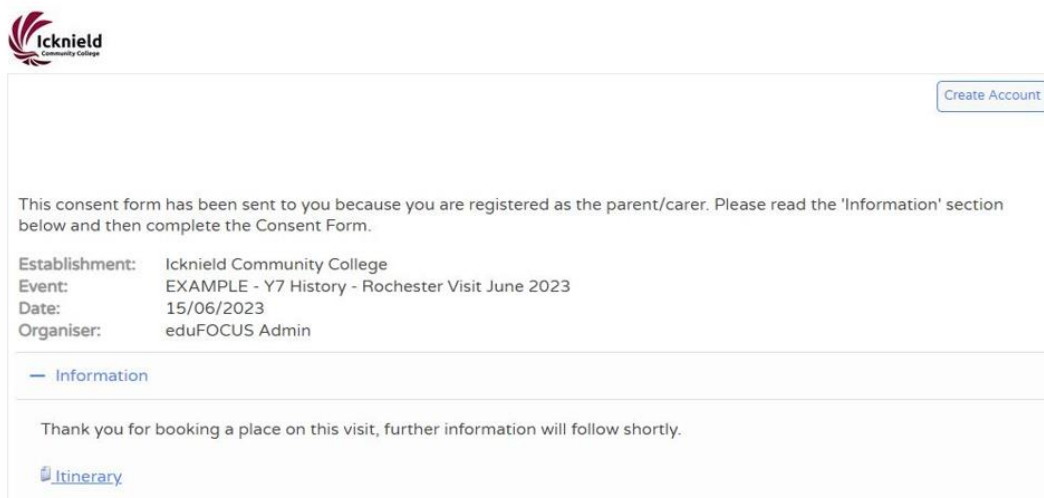


Next Steps

We will be in touch via your registered email address to invite you to make a booking for an upcoming event, grant consent or make a payment. Please keep an eye out for these emails in your inbox and ensure that this email address is in your safe senders list:

evolve.icknielcommunityvisits@edufocus.co.uk

If you wish to create a myEVOLVE account, simply click the [Create Account] button on any of these emails:



Creating an account is free, and very simple – you will simply be prompted to enter a password to secure the account.

Support

Please contact the Finance Office if you have any queries finance.office@ickniel.oxon.sch.uk, who will be able to assist you.

Yours faithfully

A handwritten signature in black ink that reads "C. Gibson". The signature is written in a cursive style with a large initial "C".

Mrs Charlotte Gibson
Assistant Headteacher