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Headteacher: Mr K John

21 July 2025

Dear Parent/ Carer,

Introduction to EVOLVE

We would like to update you on some changes the school is making to the way we manage trips administration and communication.

For several years, the school has been using the Hampshire County Council's online system - EVOLVE, for planning, approving, and managing educational visits. Moving forward, we will be utilising more of EVOLVE's features, including communication and better accessibility to trips information by introducing myEVOLVE to parents.

Changes to trips communication

Previously – via Edulink. From Autumn 1 Trip Cycle onwards (Wednesday 3rd September) – via Evolve:

- Application prompt email
- Place Confirmation Letter
- Waiting List and/or Unsuccessful place email
- Additional trip information such as invitation to the trip information evening, packing list etc.
- Pre-trip email reminder to parents and students.
- Necessary information during the trip, late return emails etc.

Please keep an eye out for emails in your inbox from Hampshire County Council.

From: Hampshire County Council <evolve.notifications@edufocus.co.uk>
Date: Tue, 25 Feb 2025, 12:23
Subject: Calthorpe Park School - Test

What remains unchanged

The following steps still must be completed via ScoPay upon receiving an application prompt email:

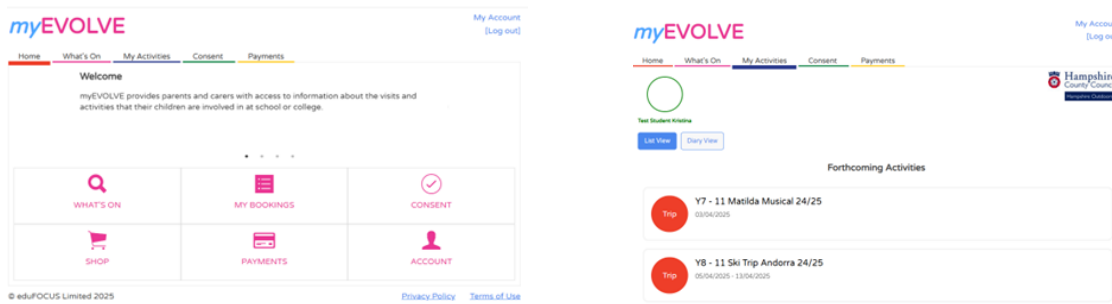
- Completing and submitting application/consent form
- Making payment

All trip-related communications will continue to be sent to parents' email addresses registered with the school.

Introduction to myEVOLVE

Parents now have the option to create a myEVOLVE account if they wish. Creating a myEVOLVE account is OPTIONAL and parents who do not create an account will still receive trips communication and will be able to apply for a place on a trip.

However, the myEVOLVE account allows parents to easily view all upcoming trips their children have signed up for and view any related information.



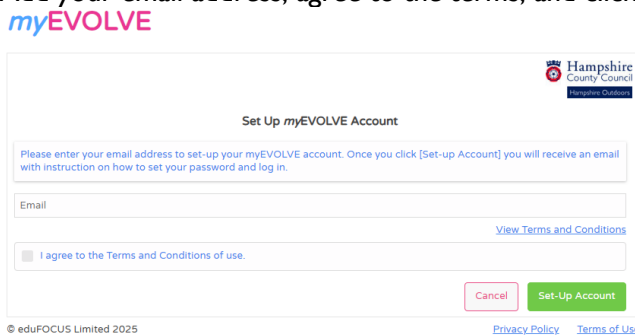
Additional information such as the letter, packing list, trip information evening PPT etc., can be viewed by clicking on the trip name in a 'List View'.



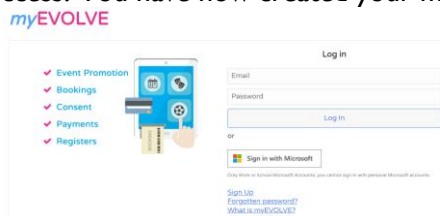
What's more, once parents have created an account, they can download the myEVOLVE app from the Apple Store or Google Play Store and easily view trips information on their smart phones or tablets.

Next Steps

1. Click this activation [LINK](#) to be taken to the registration website.
2. Choose an option that you are a parent/carer.
3. Add your email address, agree to the terms, and click on the set-up account.



4. You will be sent an email. Click on the link in the email. Add your password and confirm the password.
5. Success! You have now created your myEVOLVE account and you will be taken to the log in page.



Support

If you have any questions or require support, please email Trips@cps.hants.sch.uk

Yours sincerely,

Trips Team