

EVOLVE *comms*

EVOLVEcomms is a set of communication tools designed specifically for schools to:

- Easily communicate with parents via email and text message
- Reduce costs associated with printing, paper, photocopying & postage
- Seek and Record various types of parental/carer consent (e.g. photo consent)
- Extend capabilities of *EVOLVEvisits* to whole school
- Manage staff duty rotas

5 Reasons to choose

EVOLVE *comms*

1) *EVOLVEcomms* improves efficiency

- Eliminate problem of letters being left at the bottom of the 'school bag'
- Directly and quickly communicate with parents/carers (email or SMS)
- Easier for parents to reply to letters – simply reply to email or SMS
- Schedule messages to be sent at a specified date and time
- Automatically include your school's letter header and footer in all communications sent

2) *EVOLVEcomms* manages your staff duty rota

- Set-up staff duties e.g. Gate Duty, Lunch Duty, Bus Duty
- Create staff rotas for duties (including 2 week timetables)
- Automatically highlights duties that are understaffed
- Easily manage temporary alterations e.g. duty cover requirements
- Configure automatic email or SMS reminders for staff

3) *EVOLVEcomms* is easy to adopt

- Works with your existing *EVOLVEvisits* system
- No need to setup new accounts for staff – use existing *EVOLVE* user accounts
- Access from within *EVOLVE* or directly from www.EVOLVEcomms.co.uk
- Works with your MIS (e.g. SIMS) to provide up-to-date student contact details
- Online real-time control panel allows you to easily customise templates and user access
- Get up and running in a matter of minutes

4) *EVOLVEcomms* is an inclusive system

- Online system that is available 24/7/365
- Permit any chosen staff member to send communications at anytime from any device
- Everything in one accessible place – clear central audit trail of communications rather than message history residing in multiple Outlook accounts
- Search and browse the communication history

5) *EVOLVEcomms* is cost effect

- Printing newsletters, visit letters, parent information letters etc. all incur significant costs to schools & colleges
 - Paper costs (average 0.3p/A4 sheet)
 - Printing costs (average 3p per black & white Laser printed page)
 - Postage costs (average 63p per 1st class letter, 52p for franked postage)
 - Time costs (e.g. distributing letters via registers, paper jams etc.)
 - **Hardware purchase/rental** (e.g. printers, franking machine etc.)
- Average marginal cost of producing an A4 double-sided black & white newsletter is 6.3p + time and hardware costs
- Average cost of posting a folded A4 double-sided black & white letter is 58.8p + time and hardware costs

5) *EVOLVEcomms* saves you money...

School A

300 Students

Only posts 1 franked letter a term to parents with no other communications

EVOLVEcomms saving
£529pa + cost of time

School B

800 Students

Posts 2 letters a term & distributes a 2 sided newsletter every month via registers

EVOLVEcomms saving
£1,492 + cost of time

School C

1500 Students

Distributes school newsletter every fortnight

EVOLVEcomms saving
£1,890pa + cost of time

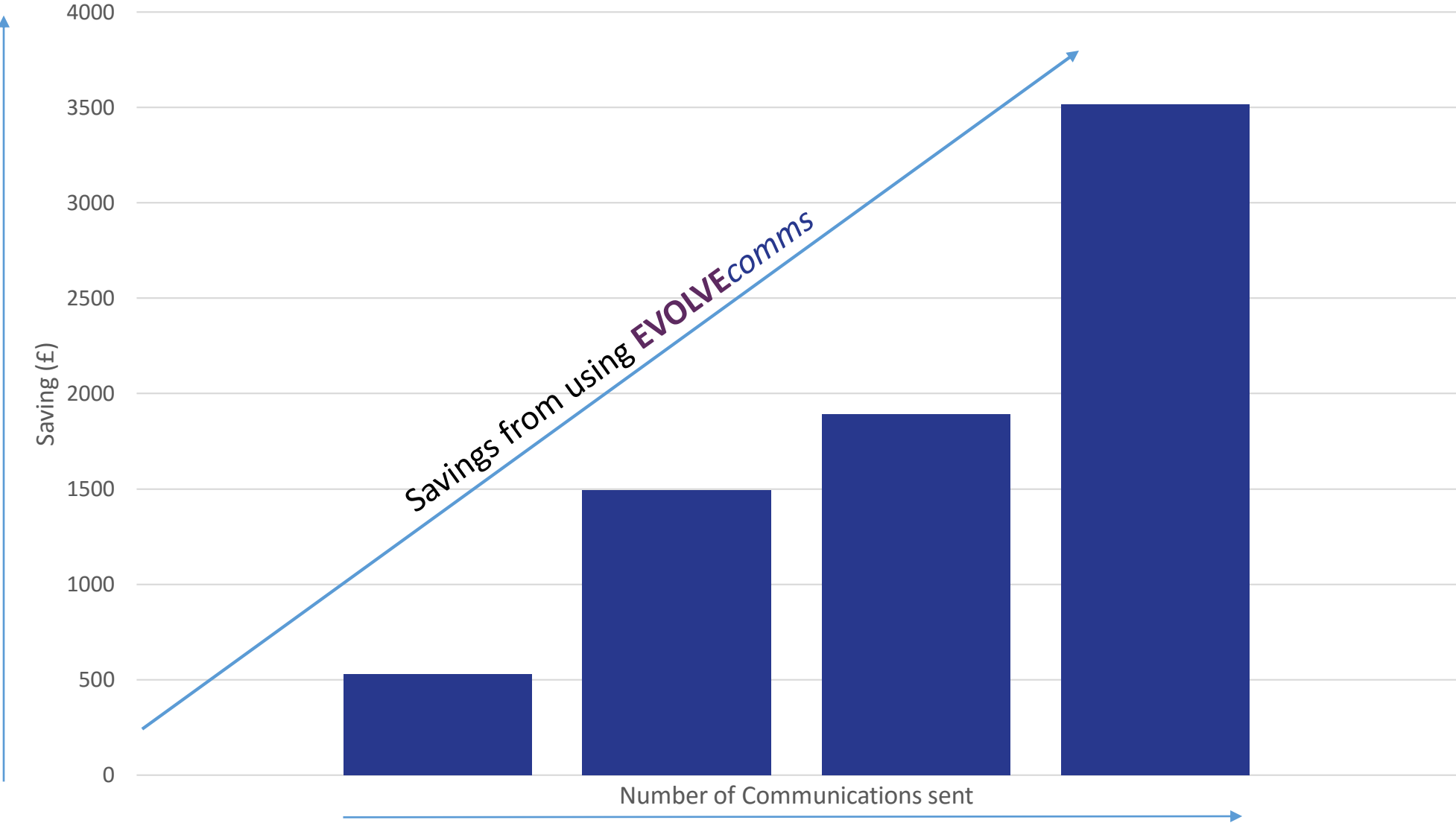
School D

1000 Students

Posts 2 franked letters a term to parents

EVOLVEcomms saving
£3,516pa + cost of time

5) *EVOLVEcomms* saves you money...



- Priced according to the size of your school/college
- Prices from as little as £199 + VAT pa

EVOLVE *comms* enhances **EVOLVE** *visits* by allowing you to:

- Send emails that are not related to visit forms
e.g. parent letters, information on forthcoming events and activities etc.
- Send SMS that are not related to visit forms
e.g. SMS to remind parents of students in Year 7 that parent consultation evening is tomorrow at 7pm
- Have your own dedicated SMS number so that parents can reply to SMS sent *
incoming SMS appear in SMS inbox on **EVOLVE**comms and sent via email to nominated address
- Seek and record consent that is not related to visit forms
e.g. seek or just centrally store consent forms such as medical consent form, photo consent form etc.
- Manage staff duties and automatically send SMS or email reminders
e.g. to prompt a staff member that they have “Gate Duty” in 30 minutes
- Schedule emails and SMS to be sent at specified time
e.g. set up email or SMS to automatically send 2 days before an event to remind parents
- Centrally monitor all communications so you know who sent what and when
not possible if emails are sent from different user accounts via Outlook

EVOLVEcomms



- Home Email SMS Consent Duties Settings

My Profile
Icon: Person
Create Email signature
Set Email Reply To address

Send New Email
Icon: Envelope
Write emails and send now or schedule for later.

Send SMS
Icon: SMS bubble
Write text messages and send now or schedule for later.

Templates
Icon: Document
View, create and delete email templates.

Custom Groups
Icon: Three people
Configure Custom Groups.

Report
Icon: Bar chart
View all sent email and SMS messages.


Duty Manager
Icon: Two people
View and manage staff duties.

eConsent
Icon: Checkmark in box
Manage consent forms.




Settings

SMS Credits




Purchase additional SMS credits.

Branding




Customise emails with your logo and letter header and footer.

Configure



Configure notification email addresses for EVOLVEcomms.

Users



Set user access rights.

Upload school logo, letter header and letter footer to automatic inclusion in emails

Configure everything user access to each feature and default settings e.g. default reply-to email address etc.

Get started with *EVOLVEcomms* today.

1. Say Hi



INTRODUCTION

Drop us a line and we will organise a remote demonstration.

2. Take a look around



REMOTE DEMONSTRATION

We will show you *EVOLVEcomms* and answer any of your questions.

3. You're good to go!



SIGN UP

Use *EVOLVEcomms* to improve communication between staff, students, parents and carers.

01394 775 250

hello@edufocus.co.uk