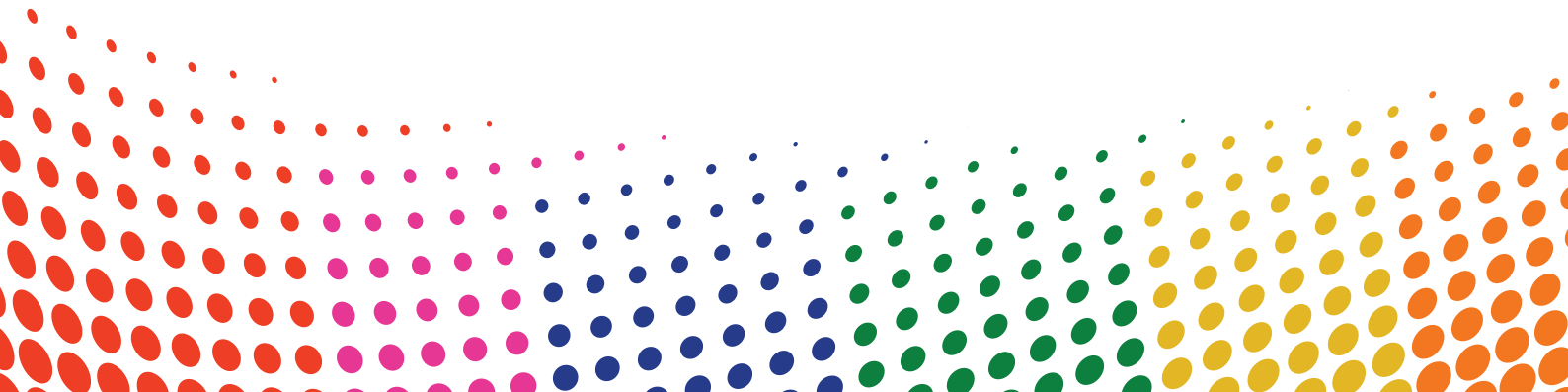


# EVOLVE

A row of six colored dots positioned below the word 'EVOLVE'. From left to right, the colors are red, pink, blue, green, yellow, and orange.

Educational Visits and Activities Management System







## PLANNING

EVOLVE gives staff the ability to plan and seek approval for visits and activities from start to finish in one easy online dynamic form. The integrated research tools allow staff to quickly identify venues and providers, and the customisable question base gives you the full ability to choose what information you want to gather.

## APPROVAL

EVOLVE gives you the flexibility to configure the approval requirements for different types of activities and visits. The fully-audited and robust approval process includes email notifications to prompt staff when their input is required. Tracking tools provide anywhere, anytime access to track and monitor the progress of proposals, view forthcoming approved activities, and see which staff & students are involved in visits and activities in the coming weeks.

*“EVOLVE has been developed in collaboration with the real needs of its users and an understanding of the day to day processes of schools.”*

*- Queenswood School, May 2015*

## QUALIFICATIONS

EVOLVE provides staff with the ability to add details of the qualifications and awards that they hold. As well as providing a useful store for CPD records, activity/visit assessors can then easily view the awards held by staff in order to assess their suitability and competence to lead or accompany an activity/visit.

## DOCUMENTS

EVOLVE provides staff with access to a central repository for all documents and templates relating to the planning and management of activities and visits e.g. generic risk assessments, parental letters, medical and consent forms, educational visits policy etc. A true one-stop shop for all of your ‘Learning Outside the Classroom’ needs.

## EVALUATION

EVOLVE helps to reinforce reflective working practices by providing a quick ‘n’ easy evaluation tool that encourages staff to reflect on experiences, inform future planning and share best practice with colleagues. A wealth of reporting tools assists with individual, departmental and establishment-wide self-review and inspection preparation.



## CONSENT

Centrally record, and access completed paper-based consent forms anywhere, anytime in one central place - EVOLVE. Seek parental or carer consent via the comprehensive secure online portal which is easy for both staff and parents to use.



## EMAILS

Send emails easily to parents and carers directly from EVOLVE! Staff can email a group of parents for pupils on particular visits and activities, including the ability to attach Itineraries and Parent Letters.





## SMS

Send text messages to parents directly from your own mobile phone. No need to waste time creating custom call groups for each visit/activity, no need for internet access and no need for unnecessary delay.



## REPORTS

Support day-to-day student and staff management, self-review, and inspection preparation with a wealth of data available at a click of a button. Quickly and easily generate data for student extra-curricular participation certificates and Records of Achievement.





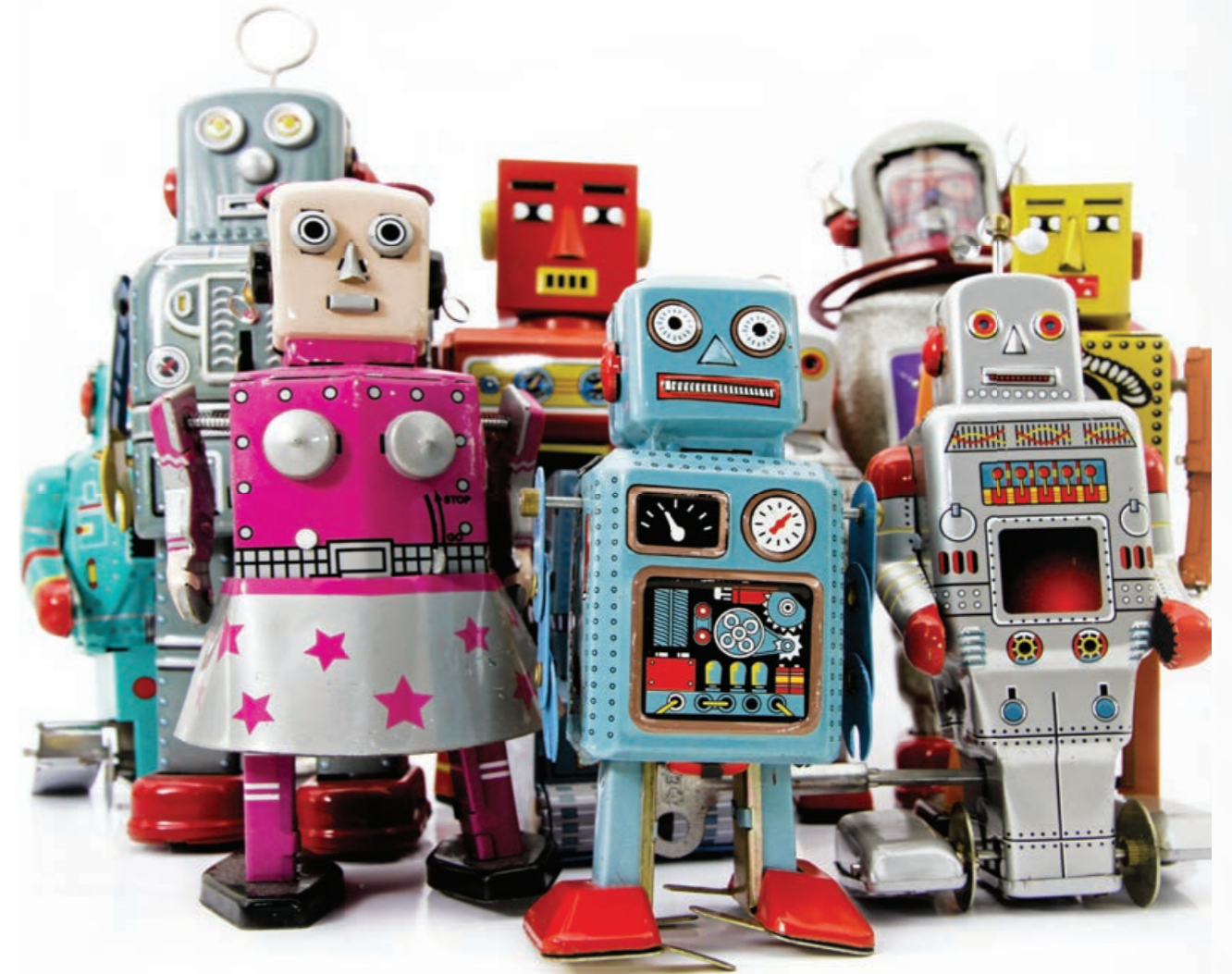
## OUTLINE APPROVAL

Seek and grant outline approval for visits and activities and include additional staff in the planning and approval process e.g. Cover and Finance managers. A one-stop shop for all aspects of visit and activity planning and approval.



## CALENDARS

Automatically merge the EVOLVE diary with existing establishment, department and parent calendars to share chosen information with non-EVOLVE users. Improve communication and avoid the need for duplication.





### SYSTEM CONTROL PANEL

Customise the look and feel of your EVOLVE system, manage the approval question base, approval requirements and more, using the live integrated online system control panel. The Control Panel puts you in control of your EVOLVE system.



### LIVE REGISTERS

Flexible live on-line registers record student attendance in one-off visits and regular activities such as extra-curricular clubs & swimming lessons. Easily complete registers on mobile and tablet devices and instantly monitor attendance and locate students from anywhere.





## MIS MODULE

Automatically synchronise staff and student information between your MIS and EVOLVE. Avoid the need to maintain separate student lists, and enhance student registers with additional information such as emergency contact, medical and SEN details.



## ATTACHMENTS

Store all documents (e.g. itineraries, letters to parents etc.) that relate to an activity or visit in a central place for easy anywhere, anytime access and future reference.







## SECURITY

EVOLVE is a 100% web-based and robust system that has no additional software or hardware requirements.

It is a fully UK-hosted, load-balanced service solution that utilises powerful industry standard Secure Socket Layer encryption for protection, built-in redundant capacity for resilience, and full data back-up for peace of mind.

## DEVICES

EVOLVE is designed for use on desktop PCs, tablets and mobiles devices. Use EVOLVE anywhere, on the go, at any time. Want to save a register whilst travelling on the minibus to a venue?

No problem, log onto EVOLVE through your internet-enabled device. Registers are live and instant, so any user anywhere can view, track and locate students at any time.

## HELP

All users have access to a fully-integrated help section within EVOLVE to answer FAQs. What's more, our support team is available via email, phone, or meeting, Monday – Friday from 9am - 5pm if you fancy a chat – or pop in for a cuppa!

## TRAINING

When you sign up to EVOLVE, we set your site up quickly and visit you onsite to train the key administrators of EVOLVE.

End users do not usually require any training as EVOLVE is so intuitive, but we do offer training packages aimed at end users to ensure everyone feels confident in using the system.

## UPDATES

We develop EVOLVE based on feedback and suggestions from all of our users. Any updates are applied to your site absolutely free of charge.

We love hearing from EVOLVE users – so if you have a suggestion, no matter how big or small, please get in touch. We're all ears.



“ The support we receive is always excellent. Nothing is too much trouble for the eduFOCUS team ”

Franklin College  
May 2015

“ EVOLVE has quickly been assimilated into our school and is now a natural part of our processes... a tribute to the way in which the software of EVOLVE has been developed in collaboration with the real needs of its users ”

Queenswood School  
May 2015

“ EVOLVE has completely revolutionised the management of our external events and visits across the Trust. It has played a very significant part in maximising the off-site learning opportunities for all our pupils and staff ”

Greenwood Academies Trust  
April 2015





# EVOLVE

Why not get in touch?

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