



TRUE LEARNING
PARTNERSHIP



Poynton High School and Performing Arts College

Head Teacher: Mr M Dean

May 2022

Dear Parents and Carers

We are very excited to inform you that we are introducing a new payment system called EVOLVEpay for all visits and the school shop for items that would previously have been placed on PARENTPAY. We are still using PARENTPAY for the canteen payments alongside some existing visits and items that are already setup but all future visits and items will be setup on this new system.

EVOLVE is a system we currently use to plan and manage visits. This includes a Consent Module which we have been successfully using for a few years now to seek online consent from parents and carers for all visits and sent to parents online via **EVOLVE**. This is where a secure encrypted link is sent via the email address you have supplied to school, and you will be prompted to complete the consent form online.

What is EVOLVEpay?

EVOLVEpay is an online payment system developed specifically for schools and colleges. EVOLVEpay seamlessly integrates with our existing EVOLVE system in order to provide a unified end-to-end system.

EVOLVEpay is an easier way to handle payments for educational visits, shop items & performance tickets etc.

Once a Payment item has been created for students Payment Emails are used to notify parents that a bill is now ready for payment. Payment Request emails sent from EVOLVE contain a link to the payment page so that parents/carers can make online payments for visits, shop items and performance tickets.

The payment item can just be paid via the links in the emails or parents can access the portal **myEVOLVE**.

What is myEVOLVE?

myEVOLVE is an app which you can download for free for most devices and provides parents/carers with the ability to:

- View details of all the visits (eventually clubs but this will not be for a while whilst we are looking into its functionality) that their children are/have been involved in.
- View, download and print information and letters relating to visits.
- Read, complete and submit consent forms.
- Make booking requests for educational visits.
- Make online payments for educational visits.

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Do I need to have a myEVOLVE account?

No. Having a myEVOLVE account is entirely optional and will not preclude you from completing consent forms, making payments and booking visits. These requests will be sent to the email address you have registered with the school.

When you receive a consent, booking or payment request and click the secure link within the email, a page will open. Each page will contain an optional link to create a myEVOLVE account if you haven't already done so.

If you choose to Create Account, you will be prompted to choose a password to secure the account - this means you can then log in at any time.

What's the advantage of a myEVOLVE account?

Whilst it's not mandatory to have a myEVOLVE account in order to grant consent, make payments or bookings, it enables you to review all outstanding forms and review all previous activities in one central place.

You will continue to receive confirmation of any payment, booking, or consent form sent via email - a myEVOLVE account simply collates these together in one easy-access resource! A more detailed guide to using MyEvolve is available on our website, please click the link [Parental Guide](#)

If you have any questions relating to this new system please email info@phs.cheshire.sch.uk

Yours faithfully

G Corcoran
Finance Officer