



CRANFORD
SCHOOL

Parent Booking Guide - Clubs and Enrichment Programme, 2024/25

How to book clubs for your child

Please refer to the information below outlining the booking process, which requires access to the myEvolve website. If you have any issues logging on, please contact our IT team:
itsupport@cranfordschool.co.uk

Once you have logged on, follow the instructions below to register your child's interest in the clubs they would like to attend.

Evolve Log On Instructions

Logging on to Evolve for the first time

If you have not logged on to Evolve before [Click here](#) to set up your account, then follow the on-screen instructions;

- Enter your email address (this must match the address held by school)
- Tick that you agree to the Terms and Conditions
- Click 'Set-Up Account'
- Please check your emails as you will receive an Evolve notification containing a link (the link is active for 20 minutes)
- Click the link on the email
- Set a new password
- Your password is now set and your account active

Logging on to Evolve for existing users/once you have set up your password

- Go to www.myevolve.online and enter your login and password details to view your children's club information.
- If you have forgotten your password, this can easily be reset by clicking on the 'Reset/Forgotten Password' link.

Contact us

Should you have any questions about clubs or need any help please contact;

Log On queries	itsupport@cranfordschool.co.uk
Club queries	clubs@cranfordschool.co.uk
General queries	office@cranfordschool.co.uk

Please scroll down for booking guide.

Booking Clubs through myEVOLVE - step by step booking guide

1. Log on to the myEvolve website by going to <http://www.myevolve.online>

myEVOLVE

Username and/or password incorrect!

- ✓ Event Promotion
- ✓ Bookings
- ✓ Consent
- ✓ Payments
- ✓ Registers

Log in

Email

Password

Log In

[Sign Up](#)
[Forgotten password?](#)
[What is myEVOLVE?](#)

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2. Click the 'What's On' button on the Welcome page.

myEVOLVE

My Account [Log out]

Home What's On My Activities Consent Payments

Welcome

myEVOLVE provides parents and carers with access to information about the visits and activities that their children are involved in at school or college.

WHAT'S ON MY BOOKINGS CONSENT

SHOP PAYMENTS ACCOUNT

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3. Click on the 'Clubs 2024/2025' programme.

Search & Book



Clubs 2023-2024

Multiple Event Programme

Our wide-ranging Clubs and Enrichment Programme for 2023/4. Please see the accompanying brochure for full details.



Clubs 2024-2025

Multiple Event Programme

4. You will see your child(ren) listed with an option to open a clubs bookings page for each. Click on 'Open' to open the bookings page for that child.



Clubs 2024-2025

Type: Club

— Booking Details

Test Student : [Open](#) bookings page.

5. You will see a list of clubs specific to your child. For example, if they are currently in Year 2, you will see the clubs that will be available to pupils who will be in Year 3 from September.

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CRANFORD SCHOOL

Clubs 2024-2025

Eilidh Furner

Day	Club	Times	Location	
Mon	Breakfast Club Mon (Pre-School -Yr 13) All Year 20	07:30-08:00	Willow Restaurant	Spaces available
Mon	Sixth Form Study Mon (Yrs 12-13) All Year 2024/25	07:30-08:10	Sixth Form Centre	Spaces available
Mon	Gymnastics Mon (Yrs 4-13 comp) All Year 2024/25	07:30-08:15	Sports Hall	Spaces available
Mon	Snr Chamber Choir Mon (Yrs 7-13) All Year 2024/25	08:30-09:00	Senior Music Room	Spaces available
Mon	Senior Choir Mon (Yrs 7-13) All Yr 2024/25	13:15-14:00	Willow Theatre	Spaces available
Mon	Netball Academy Mon (Yrs 7-13) All Year 2024/25	13:20-14:00	Netball Courts or Sports Hall	Spaces available
Mon	Swimming Club Mon (Yrs 7-13) All Yr 2024/25	13:20-14:00	Swimming Pool	Spaces available
Mon	Football Academy @WSP Mon (Yrs 7-13) All Yr 24/25	16:00-17:15	Wallingford Sports Park	Spaces available

If you don't see a club you are expecting to see, please let us know.

6. To choose a club, click on the name of the club and then 'Select Event'.

The 'Year Groups' section relates to the current year that children are in, whilst the club name at the top of the pink box shows the year groups that the club is open to (this will be the year group that your child is in from September).

myEVOLVE

My Account
[Log out]

Home What's On My Activities Consent Payments

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Breakfast Club Mon (Pre-School -Yr 13) All Year 20

Available daily from 7.30 am - 8.00 am, Breakfast Club provides pupils with a warm welcome and a nutritious breakfast. Advance booking is required.

Internal Club

Organiser: Rhiannon Smith

Dates: 09/09/2024, 16/09/2024, 23/09/2024, 30/09/2024, 07/10/2024, 14/10/2024, 04/11/2024, 11/11/2024, 18/11/2024, 25/11/2024,

Year Groups: APP, Nursery 2, Reception, Year 1, Year 2, Year 3, Year 4, Year 5, Year 6, Year 7, Year

Location: Willow Restaurant

Booking Type: Register Interest

Select Event

Day	Club	Times	Location	
Mon	Breakfast Club Mon (Pre-School -Yr 13) All Year 20	07:30-08:00	Willow Restaurant	Spaces available
Mon	Sixth Form Study Mon (Yrs 12-13) All Year 2024/25	07:30-08:10	Sixth Form Centre	Spaces available
Mon	Gymnastics Mon (Yrs 4-13 comp) All Year 2024/25	07:30-08:15	Sports Hall	Spaces available
Mon	Snr Chamber Choir Mon (Yrs 7-13) All Year 2024/25	08:30-09:00	Senior Music Room	Spaces available
Mon	Senior Choir Mon (Yrs 7-13) All Yr 2024/25	13:15-14:00	Willow Theatre	Spaces available
Mon	Netball Academy Mon (Yrs 7-13) All Year 2024/25	13:20-14:00	Netball Courts or Sports Hall	Spaces available
Mon	Swimming Club Mon (Yrs 7-13) All Yr 2024/25	13:20-14:00	Swimming Pool	Spaces available
Mon	Football Academy @WSP Mon (Yrs 7-13) All Yr 24/25	16:00-17:15	Wallingford Sports Park	Spaces available
Mon	Art and Textiles Mon (Yrs 7-13) Spr 2025	16:15-17:15	Art Rooms	Spaces available

7. Once you have made your selections, scroll to the bottom of the page and click ‘Submit Booking Requests’.

You will see a screen confirming that your requests have been submitted and you will also receive an email with a list of the clubs you have selected.

Fri	Humanities Club Fri (Yrs 7-13) All yr 24-25	13:30-14:00	S1 in Sixth Form	Spaces available
Fri	Psychology Club Fri (Yr 7-13) All Yr 24/5	13:30-14:00	6th Form Lab	Spaces available
Fri	Senior Orchestra Fri (Yrs 7-13) All Year 2024/25	13:30-14:00	Willow Theatre	Spaces available ✓
Fri	Cricket Academy Fri (Yrs 7-13) All Year 2024/25	16:15-17:15	Sports Hall 2 / Outside Astro 2	Spaces available ✓
Fri	Sixth Form Gym Fri (Yrs 12-13) All Year 2024/25	16:15-17:15	Sixth Form Gym	Spaces available
Fri	Sixth Form Study Fri (Yrs 12-13) All Yr 2024/25	16:15-17:20	Sixth Form Centre	Spaces available

[Submit Booking Requests](#)

You will receive a Booking Receipt and your child will be added to a waiting list for each of the clubs you have selected. We will contact you before the end of term to let you know which clubs your child has been allocated for the next academic year. Where clubs are over-subscribed we will run a waiting list or allocate pupils to specific dates.

8. Press ‘Continue’ to return to the list of clubs.

The screenshot shows the myEVOLVE interface. At the top, there is a navigation bar with links for Home, What's On, My Activities, Consent, and Payments. The Cranford School logo is in the top right corner. The main heading is "Booking Receipt:" followed by a redacted box. Below this, it states "The following bookings have been received:" and lists "Breakfast Club Mon (Pre-School -Yr 13) All Year 20 (07:30-08:00): Booking Request Received". A note says "A confirmation email has been sent to efulner@cranfordhouse.net." A green "Continue" button is at the bottom right. The footer contains "© eduFOCUS Limited 2024" and links for "Privacy Policy" and "Terms of Use".

9. Press ‘Back to Summary’ to book for another child.

[< Back to Summary](#)

Clubs 2024-2025

Day	Club	Times	Location	
Mon	Breakfast Club Mon (Pre-School -Yr 13) All Year 20	07:30-08:00	Willow Restaurant	
Mon	Sixth Form Study Mon (Yrs 12-13) All Year 2024/25	07:30-08:10	Sixth Form Centre	
Mon	

10. Once you have submitted your Booking Requests for all your children, click 'Log Out'.

[My Account](#)
[\[Log out\]](#)



Clubs 2024-2025
Type: Club

Club places are requested as above prior to the new academic year starting in September. Should you wish to make changes to any of your child's bookings after the booking window has closed, please email clubs@cranfordschool.co.uk

We will write to parents to confirm your child's club timetable once all club places have been allocated.

Notice period to cancel/change chargeable clubs

Please note that once you receive confirmation of your child's clubs, that for chargeable clubs run by Cranford, that one term's notice is required should you wish to cancel without incurring the full term's charge (unless we can fill the space).

Frequently Asked Questions

- What is my username/why is it showing as incorrect - your username is the email address that you have registered with school and which electronic letters from school are sent to.
- How do I reset my password? - click the forgotten password link underneath the login box.
- Can I change my bookings? – you can add additional bookings until the booking window closing date. Once your bookings are submitted, if you wish to cancel a booking, or if the booking window has closed, please contact clubs@cranfordschool.co.uk