



Federation of Governing Bodies of South African Schools

Federasie van Beheerliggame van Suid-Afrikaanse Skole

Technology in the School Office



Principal Software

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**DIGITAL
Citizenship**

Your School's Plan for Technology in the Office

1. **Assess:** Where are we currently?
2. **Need:** What do we need?
3. **Ideal:** Where would we like to be?
4. **Options:** What is available?
5. **Strategy:** How do we get there?



Where are we currently?

Assess in which level your school finds itself...

1

Office in Technology Level 1

Fax machine, one PC for administration, one user, 3G modem, manual receipt books, paper environment.

2

Office in Technology Level 2

Low speed internet, intranet, local administration system, Excel for marks and class lists, 1-10 administration users, 1-10 PC's to capture marks.

3

Office in Technology Level 3

All administration staff use a system, partly integrated, app for parents with homework, paperless environment, IT staff member at school.

4

Office in Technology Level 4

Fully integrated system, cloud based, two way communication with parents, input from classroom, staff are trained.





What do we need?

What can't we live without on a daily basis?
Think outside of the school office...

1

Office Staff

Include the Principal, Governing Body, IT Staff, Finance staff, Auditor(s), Administration Staff and Communication staff

2

Learner

Keep in mind all learner admin needs such as capturing of marks, attendance, discipline as well as their communication needs

3

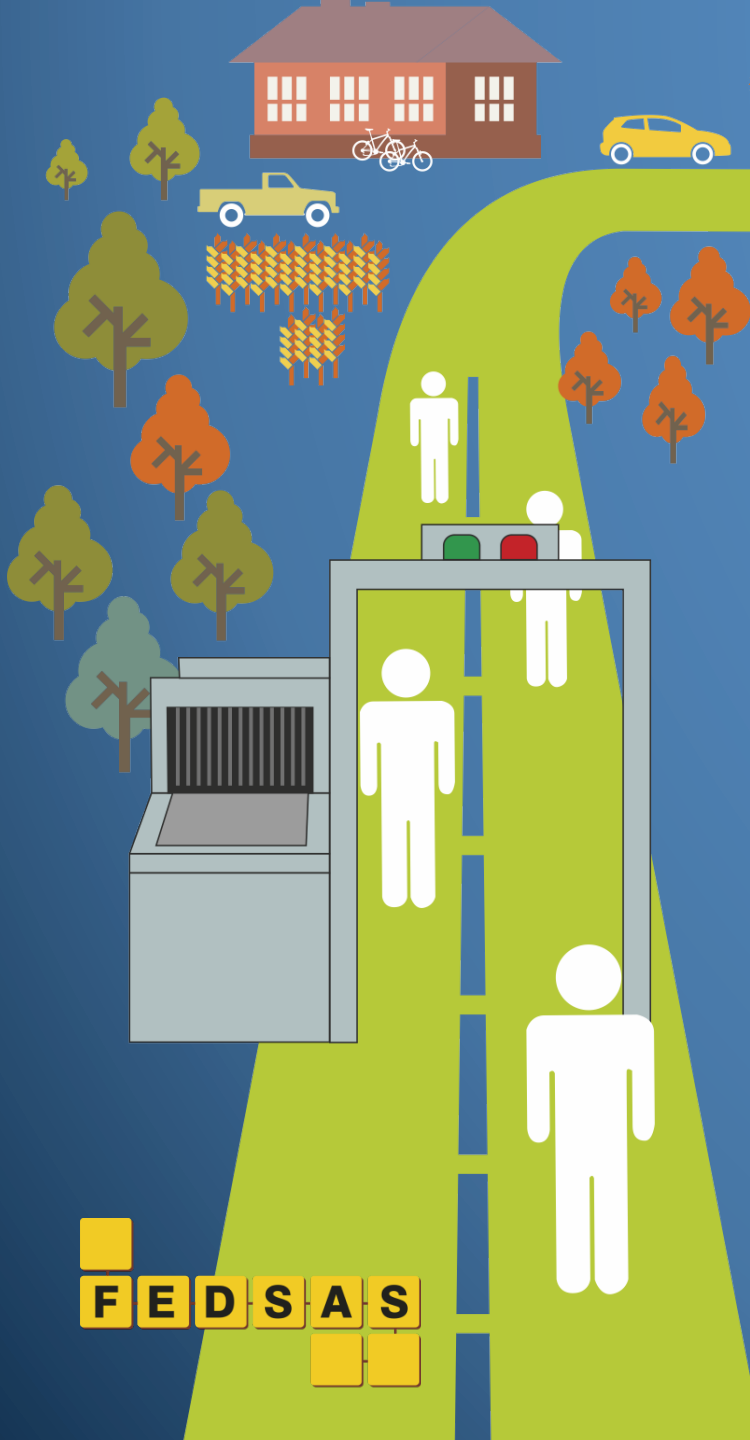
Teacher

We all know that a lot of the school's admin is done in the classroom. Think about all admin related work keeping teachers busy

4

Parent

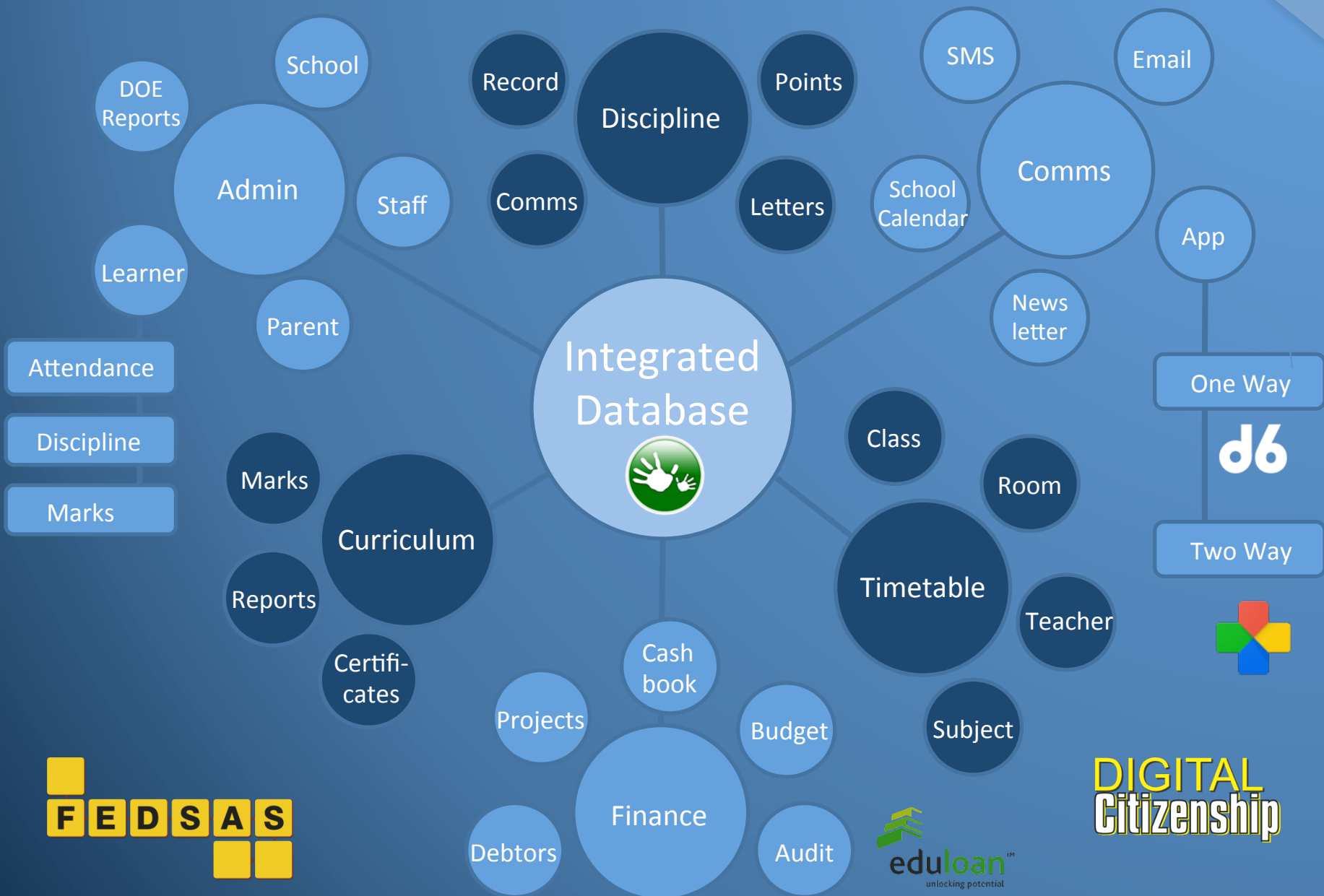
All related to admin and school fees, communication, discipline and marks of their children



Where would we like to be?

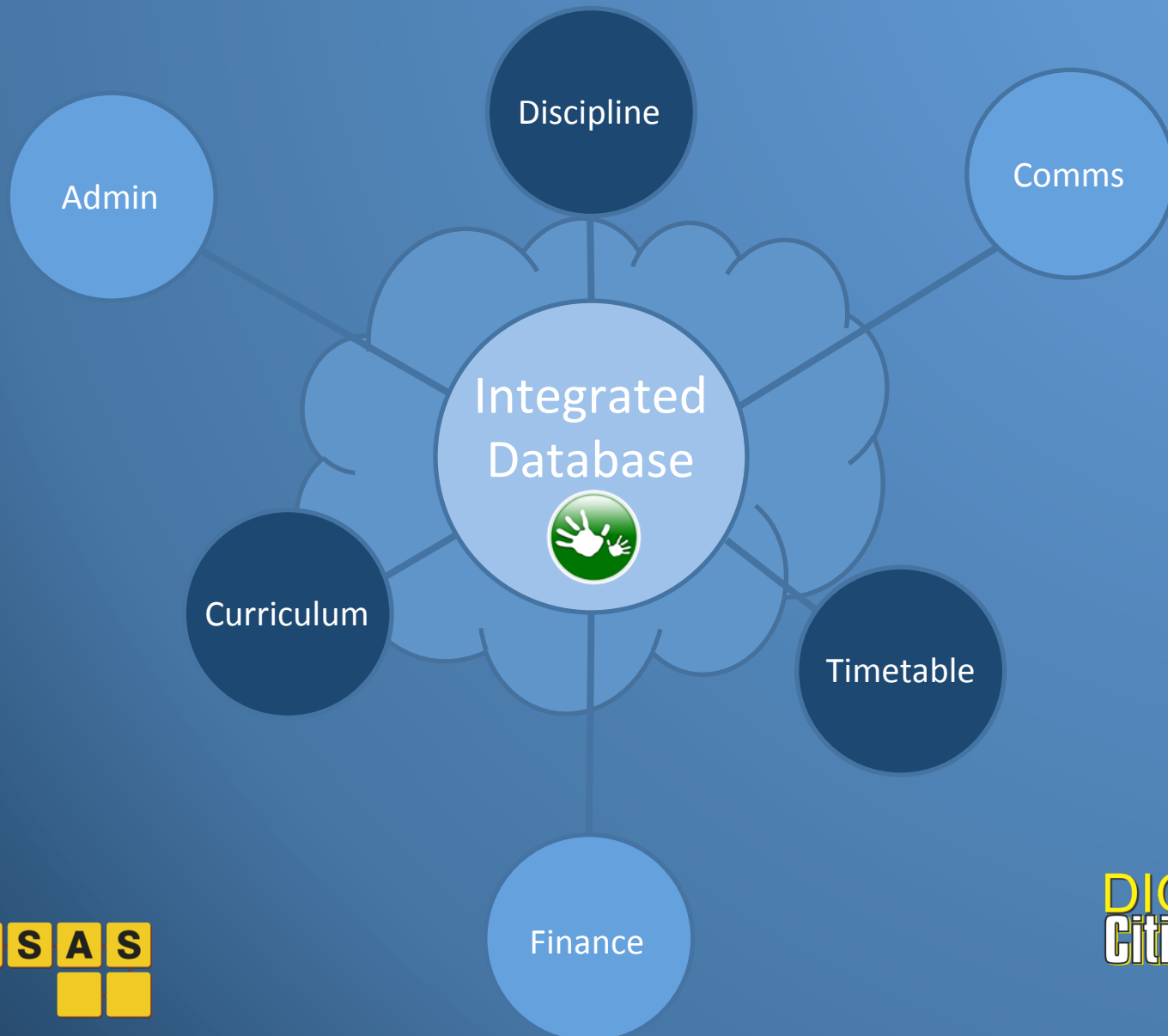
The "it would be nice to have" or "if we only could". The dream-factor and being efficient...

Ideal



Where would we like to be?

Ideal



What is available?



Admin

Finance

Comms

Curriculum

Discipline

Timetable



Comms App

One Way

Homework

Calendar

Newsletter

Alerts



Comms App

Two way

Marks

Discipline

Attendance

Calendar

Billing



Cashless Card

How do we get there?

Plan

Get the buy-in of

SGB

Principal

Staff

Think long term

1 year

5 years

10 years

Start with infrastructure

Internet

Devices

Systems

Budget

Consider your expenses

Time of staff

Banking fees

SMS costs

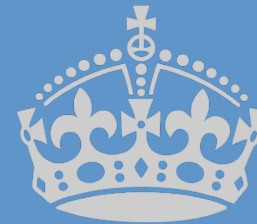
Unnecessary license fees

Compare products

Compare services

Staff development

Execute



KEEP CALM
and
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