# WCBS

Intelligent Management for Independent Schools
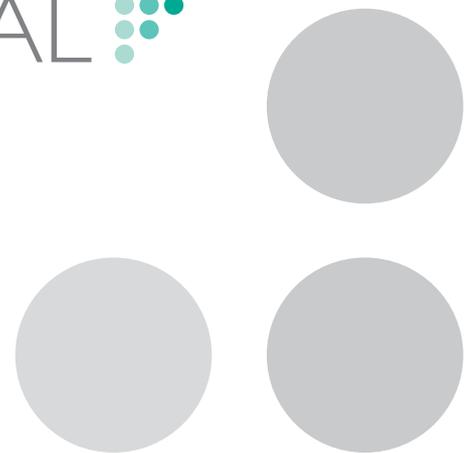
pass®
FINANCE

3sys®
ACADEMIC

web
ALUMNUS

WCBS school
PORTAL

school
ADMIN

WCBS MIS solutions help optimise the management and use of information across every part of an Independent School

# Why choose WCBS for your school's MIS?



WCBS is the market leading provider of Management Information Systems to Independent Schools, which has been confirmed in the 2014 UK Independent schools ICT survey commissioned by the ISBA (Independent Schools' Bursars Association). With a proven track record of over 30 years and with more than 550 schools already trusting WCBS, you can be sure you are dealing with an expert in this field.

## Product and Partners

With an on-going commitment to product development using the latest technologies available, you can be sure that the WCBS solution you invest in today is future-proofed. We understand that we're not the only software experts in your market and that's why we pride ourselves on being able to integrate with a range of third party solutions to equip you with a total systems package. These include Firefly, Frog, Groupcall, Clarion Call, Keith Johnson Timetabler and many others.

## Development and User Groups

Ideas for product development and enhancements are based on advances in technology, legislative changes and what the users and marketplace requires. WCBS run regional user meetings on a termly basis for Academic, Admissions and Finance needs. These meetings provide useful feedback for the on-going enhancement of our products.

## The WCBS range of modules

WCBS offers a range of modules to meet the requirements of a wide range of Independent Schools. The WCBS system is a 'complete' solution covering all aspects of a pupil's stay at the school from initial enquiry to admissions, through their time at the school and beyond as an Alumnus member.

# 3sysACADEMIC

3sysACADEMIC is the class-leading academic solution from WCBS, helping teachers, administrators and admissions staff complete their management duties more efficiently.

**3sys®**
**ACADEMIC**

## The Classroom

Teaching time needs to be optimised and necessary administrative tasks require fast, efficient handling by teaching staff. An academic management tool that enables teachers to manage this balance, whilst providing rich management information for academic staff is essential to your school's success. WCBS presents 3sysACADEMIC, the fast and flexible web-based solution, loved by teachers.

### Academic

- Full integration with other WCBS software (Administration, Admissions and Finance)
- Integration with other applications for use with VLEs, Texting software, Biometric software, Word, Excel and Share Point
- Assessment (Markbook) recording, monitoring and analysis
- School Report design entry and user defined output
- Attendance (AM or PM and period/subject) and analysis
- Timetable management
- Events/Activities (conduct, merits etc.)
- External exam entries and results including SQA (if required)
- Pupil performance profiling (baseline predictions)

## The School Office

Gaining rapid access to accurate core pupil data is central to the efficient running of the school office and the wider school function. Using a powerful, highly configurable central database to suit your individual needs, you can always lay your hands on the right pupil data when you need it. School Administration meets the needs of your school office, providing a seamless record from registration through to former pupils.

### Administration

- Full records for all pupils, from registration right through to former pupils
- Multiple contacts for every pupil
- Large numbers of user-defined fields for true individualisation
- Direct link with email software from any record's email address
- Powerful database search facility
- Potential for full integration with the Billing module.
- School Administration can be purchased as a stand-alone product

## Admissions Department

Streamlining your school's admissions process will speed up access to relevant information as and when you need it. Whether you require day-to-day data at your fingertips or more strategic marketing analysis and reporting, you can rely on the Admissions component of School Administration to deliver a fast, straight-forward solution.

### Admissions

- User-defined entry screens reflecting your Admissions process
- Online registration (with links to your school website)
- Enquiry source information providing valuable marketing analysis
- Joining details - inquiry date, response, registration fee
- Visit(s), interview and references record plus user-definable categories
- Entrance exam processing (school defined format)
- Group (mailing and list) creation
- Waiting list management
- Large volume of standard reports and user (school) defined ones
- Admissions can be purchased as part of our School Administration product

# passFINANCE

passFINANCE (including Billing) has been designed specifically to cater for the specialist needs of Independent Schools in ways that off-the-shelf commercial solutions simply cannot match. The modular software suite delivers a single view of your school's finances: it fuels better decisions with accurate, real time information.

**pass®**
**FINANCE**

## Summary detail of the key modules include:

### Billing Ledger
- Integrates with Nominal/General Ledger and School Administration module
- Maintains full billing records for all parents/payers plus each pupil
- Comprehensive charging options including import routine
- Email bill facility
- Detailed payment records and debtor reports with automatic credit control features
- Integrated direct debit facility available
- Portal with on-line payment options

### Payroll
- Integrates with Nominal Ledger and Human Resources module
- Unlimited staff numbers in multiple payrolls
- All pay period records held for 7 years
- Comprehensive reports and maintenance lists
- Fully TPA and RTI compliant
- Tested and recognized by HMRC
- AE Facility

### Purchase Ledger
- Integrates with Nominal Ledger
- Quick enquiry to transaction level throughout including nominal analysis
- Option to register invoices prior to authorisation and flag against staff member
- Email remittances and BACS payment options
- Full integration of the data with Microsoft Office software

### Commitment Accounting
(Purchase Orders)
- Links with Purchase and Nominal Ledgers
- Full Requisition, Order Production and Order Processing.
- Order Tracking by Order Number/Supplier/Date
- Requisition and Order Printing plus email facility
- Orders checked against budgets

### Sales Ledger
(non-parental invoicing - commercial activities)
- Integrates with Nominal Ledger
- Unlimited customers, services and products
- Multiple financial year's data stored and accessible
- Debtor's management

### Nominal Ledger (General Ledger)
- Unlimited Accounts, cost centres/departments
- Charities Reporting
- Multiple financial years' data stored and accessible
- Comprehensive budgeting facility
- Quick enquiry to transaction level throughout
- Comprehensive reporting facilities including graphical output

### Grant Management
(for use with assessed awards and scholarships)
- Integrates with the Billing module
- Records parental financial circumstances
- Design options for financial circumstances and awarded grants
- Provides reports and analysis on Grants

### Human Resources
- Comprehensive personnel record for every employee
- Integrates with Payroll (optional)
- Integrates with administration staff record (optional)
- Calendar-style displays of absences
- Easy to use absence recording
- Records from initial recruitment stage onwards
- Ability to restrict access to specific data areas
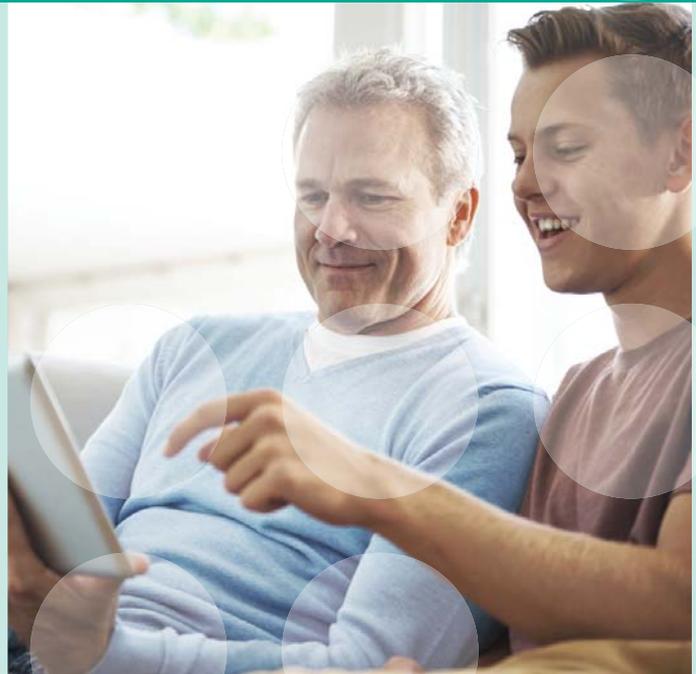
### Fixed Assets
- Allows for Multiple Depreciation Rates on a Reducing Balance or Straight Line Basis
- Automatic Links to Assets and Depreciation Nominal Accounts
- Provides for Asset categorisation by type, department and person responsible

### School Shop
- Integrates with Billing and Nominal Ledger
- Maintains stock records for all shop items
- Allows for cash sales plus charging to pupils accounts
- Deals with issues to internal departments
- VAT options
- Links with till drawers, barcode readers, label and receipt printers

# WCBS school
# PORTAL

## Introducing WCBS schoolPORTAL …You can offer easy access to key information by parents and pupils – anywhere, anytime

Today more than ever parental communication is crucial to maintaining long-term relationships and supporting pupil development. Parents not only expect, but increasingly demand to be able to access key information about their children at a time and at a place that is convenient to their busy life styles.

This is where **WCBS schoolPORTAL** can really add value to a school's communication with both parents and pupils.

Designed using responsive web design technology, it can run on all popular devices including laptops, smart phones and tablets, this valuable on-line resource is easy to use, intuitive and provides instant access to critical information.

Accessible via a school's main website, **WCBS schoolPORTAL** enables schools to, not only provide valuable insight for parents on their child's progress, but it also provides a number of benefits directly to the school.

## School Portal – Key benefits at a glance

### Parents
### Easy & convenient access to:
• Published School Reports
• Academic data
• Bills and account information
• Pupil attendance
• Timetables
• Achievements and disciplinaries
• Key documentation

### Pupils
### Easy & convenient access to:
• Timetables
• Achievements and disciplinaries
• Up to date assessments
• Documents from staff

### Latest Technology
• Secure via SSL
• Written in HTML 5 & CSS3
• Supported on all major browsers
• Customisable

### Easier Payments
• Bills and payments
• Items awaiting billing
• On-line payment facility
• Key documentation

### School
• Improves parent communication and involvement

• Facilitates pupil engagement and development – they can also access information from home such as 'latest grades', 'homework' etc.

• Saves money with no more printing or posting of bills/reports

• Improves cash flow with on-line bill payments

• Promotes your School - can be branded in your colours/logo

• Less time spent on administration

# webALUMNUS

# web
# ALUMNUS

webALUMNUS at a glance - improve alumni & fundraising management.
webALUMNUS is the essential tool for building valuable alumni relationships and effective fundraising programmes.
Independent Schools benefit from specialist, web-based, easy to use tools that enable them to grow and manage former pupil communities, driving their schools development activities.

## Manage Fundraising Campaigns

Run multiple fundraising projects and campaigns. Track how much money has been raised and who has given what.

## Access anywhere — anytime

webALUMNUS offers the confidence of secure hosting. This removes the burden from the IT department and enables access 24/7.

## Quick and easy donations

Easily deal with every aspect of donation management, from initial pledges right through to claiming gift aid.

## Organise and market events online

Create successful events. Publicise them online, and effortlessly manage alumni invitations, attendees and feedback.

## Up to date records at your fingertips

Save time by allowing alumni to update their own details, therefore keeping the alumni database accurate.

## Easy communication with your members

Keep in contact with alumni using the integrated webmail facility. The mail merge option makes printed mailer production fast and effective.

webALUMNUS has been developed with outstanding advantages to help find and keep track of former pupils.

## Features and Benefits

### 2-in-1 Advantage
- Secure, easy to maintain alumni website for former pupils and alumni with fundraising management tools

### Alumni
- Career networking
- Events
- Web content
- E-marketing
- Contacts
- Communication

### Fundraising
- E-payments
- E-donations
- Campaigns

### Web Access Advantage
- Former pupils update their own data
- Facilitates easy team working and real time collaboration for administrators
- Unlimited administrator licences for a single fee

### Hosted Advantage
- We run the software off-site
- No need to purchase additional hardware or software
- No additional work for IT support staff
- Software enhancements just happen

### Pricing
- Different pricing models (initial licence or annual) to suit school budgets

# Implementation & Training

The key to a successful implementation with any school is how the project is managed. A Project Manager works closely with the school to draw up an implementation plan. Our team of specialists undertake data migration. Highly experienced consultants will help configure the system to your requirements and provide full training on its use. They are also able to share their experiences of similar systems at other schools to help draw up best practice guidelines.

A suitable training plan is devised as part of the project planning meeting to suit the requirements and schedule of the school. Training can be provided in a number of ways including onsite training or online for short sessions via the internet, and regional workshops.

## Day to Day Help

The WCBS Helpline provides continual help and guidance during normal working hours (Monday – Friday from 0800 to 1800 hrs) to assist with queries which may arise.

The support and maintenance facility provides the following:

- All enhancements to licensed packages available as and when produced
- All changes required by legislation
- Helpline telephone and email support
- Regional and regular user meetings
- Access to the Customer Support Centre area of the WCBS website
- Support from dedicated Customer Account Managers

## What Investment Is Required?

The WCBS system is available to schools of different sizes and budgets. The investment will vary from school to school based on a number of factors, including pupil numbers and required modules.

WCBS has two investment options to avoid budget being a limiting factor in your decision when looking for a new MIS.

- The first option available is the outright purchase option where a software license is purchased in full in Year 1 with annual payments to WCBS for support on an annual basis.
- Alternatively an annual license model is offered where a per annum figure is fixed over a four year period for the software and support.

Independent schools today face an array of management challenges that involve academic, finance, administrative and development staff. WCBS provides the innovative management information systems (MIS) to help excel in each of these areas, every day.

WCBS