



<http://education.pro-Forms.co.uk>



Driving excellence through efficient School Business Management



@Edu_proForms



pro-Forms[®] Education

A cloud based platform that lets you collect and share information from all areas of school life, quickly and easily.



Why?

- Save valuable time
- Reduce your workload
- Uncover new insights
- Identify new areas for improvement
- Help to prepare for Ofsted Inspections

What?

Our users collect, analyse and report on:

- Causes for Concern
- Accidents and Incidents
- ICT equipment & premises faults
- Classroom Behaviour
- Purchase Order Requests
- Staff and Governor Details

Call our friendly team today discuss the best option for your school.

Our aim is simple -

To reduce the admin burden of **collecting information** as well as providing senior leadership with **insight across all school activities**.

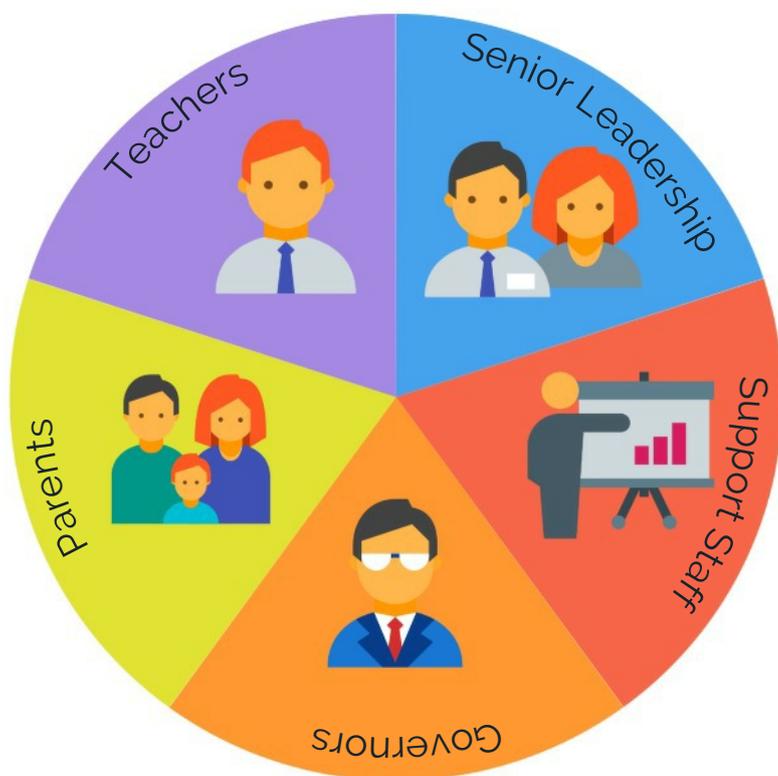
How?

We achieve this through simple, easy to use **electronic forms** with powerful, automated reporting and analytics.

Free up the flow of information around your school

Whether you want to survey parents or implement a more robust behaviour recording system, pro-Forms® has the solution.

To complete forms, just **click, type & submit** - no need to have an account. Just how easy is that for everyone?



You can send forms via:



SMS



Social Media



Email



School Website &
Intranet

Our commitment

We regularly hear from colleagues in the educational sector about their frustrations with school IT systems, how time-consuming it can be to complete even simple tasks and how they would like to be able to reduce the number of different systems.

We are here to make a difference and having had years of experience in the commercial sector, are now passionate about helping schools to become more efficient. Our team are always available to help and we pride ourselves on providing the best customer experience.

Simple, secure system using off-the-shelf technologies

pro-Forms® innovative technology enables everyday devices such as PCs and smart phones to become tools for both **uploading data** and **accessing reports** meaning virtually **anyone, anywhere** can use the system.

Your data is safe

All data is encrypted using AES-128 technology, before being transmitted to pro-Forms® servers. We can guarantee **UK Data Sovereignty**, allowing you to decide how long you want to keep it for and when it should be deleted.

What makes us different ?

- ⌚ A new flexible approach to collecting data
- ⌚ Access to Library of pre-built forms that can be tailored by you
- ⌚ Easy to introduce with minimal disruption to daily operations
- ⌚ Cloud-based so no on-premises installation or maintenance
- ⌚ Friendly support team



“ Solutions such as pro-Forms® gives us the ability to streamline our back offices and therefore save time and money. ”

Matt Smith, School Business Manager, Sheringham Woodfields School

Administration and HR is at the heart of any school. Collecting, storing and retrieving documents & data can be laborious and time consuming. We provide a range of forms to ease the workload and transform these every day tasks into smarter, more efficient processes.

Staff Contact and Medical Details

Manage all of your staff details in one location with this handy application. Access names, addresses & phone numbers when required and have staff medical details to hand in case of emergencies. The ideal central record for any sized school.

Teacher Appraisal and Assessment

Whether conducted annually or six-monthly, appraisals are an important but time consuming activity. This form and report helps monitor the performance of individual staff members and the progress made towards achieving set targets.

Educational Trip Requests

Ensuring all aspects of an educational trip have been considered and addressed prior to submitting to the SLT requires a consistent approach. This useful resource saves time, applies a standardised approach and automatically notifies all parties of the application and approval status.

Facility Bookings/Hire

Looking to use your facilities to generate additional revenue? This booking form can be made available as a link on your website, allowing clubs and groups to complete a booking request on-line. An automatic confirmation email and invoice can be returned and an updated summary report sent to you.



Keep all your HR documents compliant and standardised



Save time with instant access to your documents



Manage all staff details on a single central record



“ In a short space of time we have already developed numerous applications which hopefully not only save in terms of time and money but allow us to improve our effectiveness in our role. ”

Adam Hardy, Director of Education,
Archdiocese of Birmingham

Managing all aspects of your school's finances is vital, even for awkward areas, such as purchase orders and petty cash. Our forms make it easy for staff to raise POs and claim expenses, while the reporting function allows you to monitor & analyse all expenditure, helping you to keep in control of your budgets.

Purchase Orders

A single centralised system for collating all PO requests. SBMs can set certain conditions, such as requiring line manager approval before they are progressed, then simply schedule when they want to receive the summary report of approved requests.

Expenses and Petty Cash

Staff can simply access the forms, select their name, type in what they spent and attach an image of their receipt using a mobile or tablet. Summary reports can show spend, split by staff and/or department.

Catering Requests

Preventing over-ordering of lunches when cohorts of pupils are away from school on trips and other activities is a simple way of saving money. Use this form to prevent waste and keep kitchen staff fully informed in a timely manner.

Diocesan Annual Service Charge

We have a suite of well-proven forms & reports designed to streamline key processes for staff in Diocesan bodies. One of the most popular forms is the automation of the levy of the Diocesan Annual Service Charge.



Simplify the process of raising POs by staff and gain visibility of purchasing trends



Standardise the way expense claims are made by staff



Use improved insight to better manage your school budgets



& Assets

Premises



“ We use pro-forms® to support efficient collection, collation and presentation of a range of performance data to our Board of Directors. The system has made a time-consuming, frustrating process much more simple. ”

Hollie Parish, Strategic Partnership Manager, Lumen Christi Catholic Multi Academy

Managing the upkeep of premises, ICT equipment and other school assets to ensure they are fit for purpose and be able to support the frontline teaching activities is a constant challenge for staff. Capture details of issues as they arise and instantly alert support teams, to minimise disruption.

Site Issues/ Premises faults

They're unplanned and unwelcome but have to be dealt with. Fault reports can be created and sent directly to the relevant support teams from a phone, tablet or lap top, avoiding the need for unnecessary interruptions to the School office team.

Asset Register

pro-Forms® Asset register allows large numbers of items from around the school to be logged accurately and quickly. The system then produces detailed inventories which can be split by type of asset or location, depending on what the Leadership team require.

I.C.T Fault Reporting

Notice an error with your projector preparing for morning class? This is the ideal solution to report I.C.T equipment faults to save you time searching for help. Teaching staff can instantly report a fault to technicians show where, when and what has happened.

School Vehicle Check

A great example of an often-neglected but legal requirement. Drivers of school minibuses are personally liable for the vehicle roadworthiness whether they are a volunteer or not. pro-Forms® lets them complete the checks in seconds and upload them using a mobile phone, staying compliant and legal.



Instant fault reporting for quicker fixes and reduced lesson disruption



View fault trends & use as evidence for equipment replacement budgets



Maintain up-to-date list of all your school assets



Request for Equipment

Teachers and staff have their own unique way of teaching which may require new or additional equipment to support a specific teaching objective. This form ensures all requests are logged in a standardised way and can be sent automatically to the right support technician.

pro-Forms® mobile app

Need staff to collect information on the move? Our mobile app is the perfect way to capture issues where & when they happen including photos, location and signatures.

Statutory Testing and Compliance

Designed to dramatically ease the workload on your staff we have a suite of forms that allows you to collect & record details of all required testing and certification in one place. Easy to update and to monitor and providing instant access in the event of an audit.

Our forms cover :

- Gas Safety
- Site Checks
- Oil Fired Boilers
- Catering Equipment
- Electrical Equipment
- Asbestos Management
- Lifts and Lifting Equipment
- Water Hygiene and Safety
- Fire and Emergency Lighting

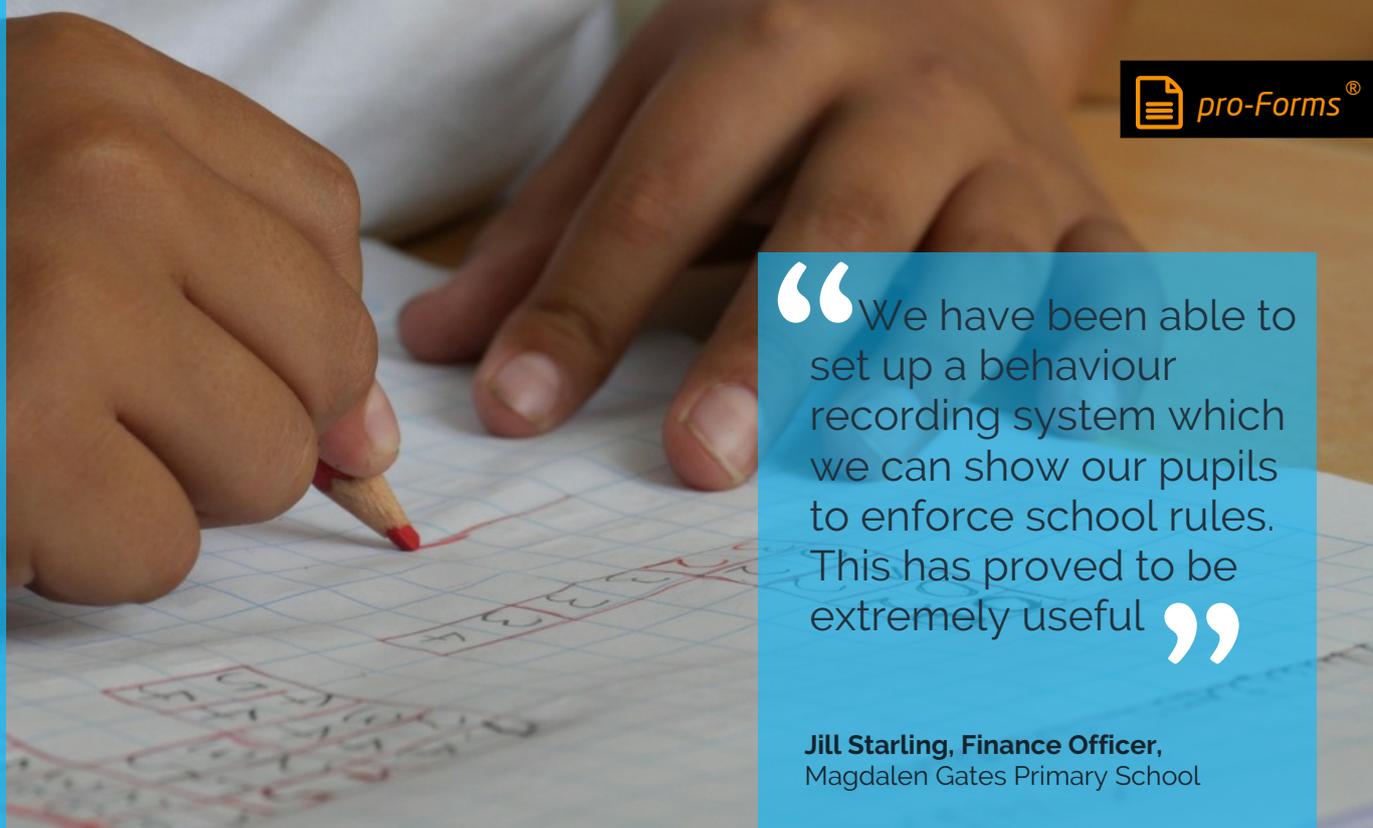


Can't see a resource that you need?

Don't worry - our system is flexible & versatile meaning forms and surveys can be created to fit your school's exact requirements. Just ask us!

“ As school budgets continue to be squeezed and we need to do more for every £1, pro-Forms® allows us to streamline the way we run our back office and therefore save money and time. ”





“ We have been able to set up a behaviour recording system which we can show our pupils to enforce school rules. This has proved to be extremely useful ”

Jill Starling, Finance Officer,
Magdalen Gates Primary School

Highlighted as one of the most complex areas to monitor, behaviour has a significant impact on a pupil's educational journey. Implementing a simple, yet effective reporting and monitoring system provides hugely positive benefits within a school.

Low-level Disruptive Behaviour Survey

The paper-throwing, gum-chewing, late-arriving pupils may not cause chaos in the classroom but certainly distract the attention of teachers & pupils. Find out how your staff feel about and deal with this type of behaviour and use the feedback to implement training sessions or policy changes in line with Ofsted guidance.

Staff Survey - Low-level Disruptive Behaviour

Uncover the true views of your parents when it comes to behaviour. Is your school too lenient or not strict enough? Do they feel that other pupils are disrupting lessons and interfering with their child's learning? Are they reassured by your current policies? A valuable and powerful tool for any school.

Behaviour Incident Report

Knowing what goes on across all areas of a school is difficult. Our forms allow staff to instantly log a range of incidents straight from their PC without needing to go seek out the traditional incident book. Collect facts, evidence and trends to protect staff and create a safer environment for all.

Accident/ Incident form

Our reporting and monitoring systems help senior leaders to ensure that new behaviour policies are being applied consistently across the school. Track the progress of behaviour before, during and after as measures of the success of your new strategy.



Monitor individual pupils, classrooms or year groups



Collect data over time overtime to analyse & report on performance



Automatically inform staff leaders of major issues & events



“pro-Forms® have made our school much more efficient. They have saved staff time, eased workloads and left us with a permanent trail (online and paper) of legal documents and records.”

Jill Starling, Finance Officer, Magdalen Gates primary School

Monitoring a pupil's health and wellbeing is complex. pro-Forms® can help identify 'at-risk' pupils at a much earlier stage so pastoral teams have enough evidence and insight to be able to offer the right support. The reports should provide Ofsted Inspectors with evidence that your school is tackling safeguarding effectively.

Cause for Concern

Seen something that doesn't seem right? This form allows staff to discretely report any worries or concerns they have about pupils. Forms will be automatically sent to key staff depending on the severity to ensure issues are dealt with before they have chance to escalate.

Risk Assessments

The safety of pupils is the most important consideration for all members of staff. Our risk assessment forms not only demonstrate that staff have undertaken a risk assessment but also helps identify opportunities to mitigate risks.

Incidents and Accidents Reporting

They happen every day in school but do they get reported and acted upon? A standardised reporting system provides staff with the insight into commonly occurring accident types, locations, times of day and year groups affected.

Physical Intervention Report

When behaviour escalates to violence, staff may have no alternative than to step in and intervene. Reporting the incident at the earliest opportunity provides safeguarding teams with accurate information on the cause and build up to incidents & allows them to offer staff the right training and support.



Log issues discretely and accurately as they arise



Identify 'at-risk' pupils before problems escalate



Use reports as evidence for intervention if necessary



“ Surveys have provided the organisation with the encouragement to know that the team are already doing a good job, but has also highlighted a couple of key areas where we need to be a particularly mindful of. ”

Gillian Hiles, **Trust Norfolk SEN**

As key stakeholders of every school, parents and governors play a vital role in shaping the school environment and direction. Parental surveys provide senior leaders & governing bodies with useful insight into all areas of school life and provide valuable evidence for Ofsted Inspections.

Parent Surveys and Feedback

Engage more closely with your parents to uncover their true views on a range of issues. Easy to complete online, these surveys can be published when required, allowing SLTs to identify issues and prepare responses in advance.

Governor contact details and register of interests

A valuable & highly accessible tool for senior leaders to easily collect and keep up to date all relevant information from governors. The form completion options are flexible and light weight to suit the busy lives of those supporting the running of school.

Parental Consent

The easiest way to send, receive and access parental consent for a range of activities from swimming, use of photos on the school website and Internet usage. Create class based lists that can be instantly accessible for teachers and support staff.

Term-time Absence Request

Avoid unnecessary delays by implementing a more streamline process that allows Heads to review applications on line and then respond directly to parents, using pre-formatted response forms.



Access governor contact details in an instance



Create and issue custom parental surveys



Gain valuable insight to guide your school improvements

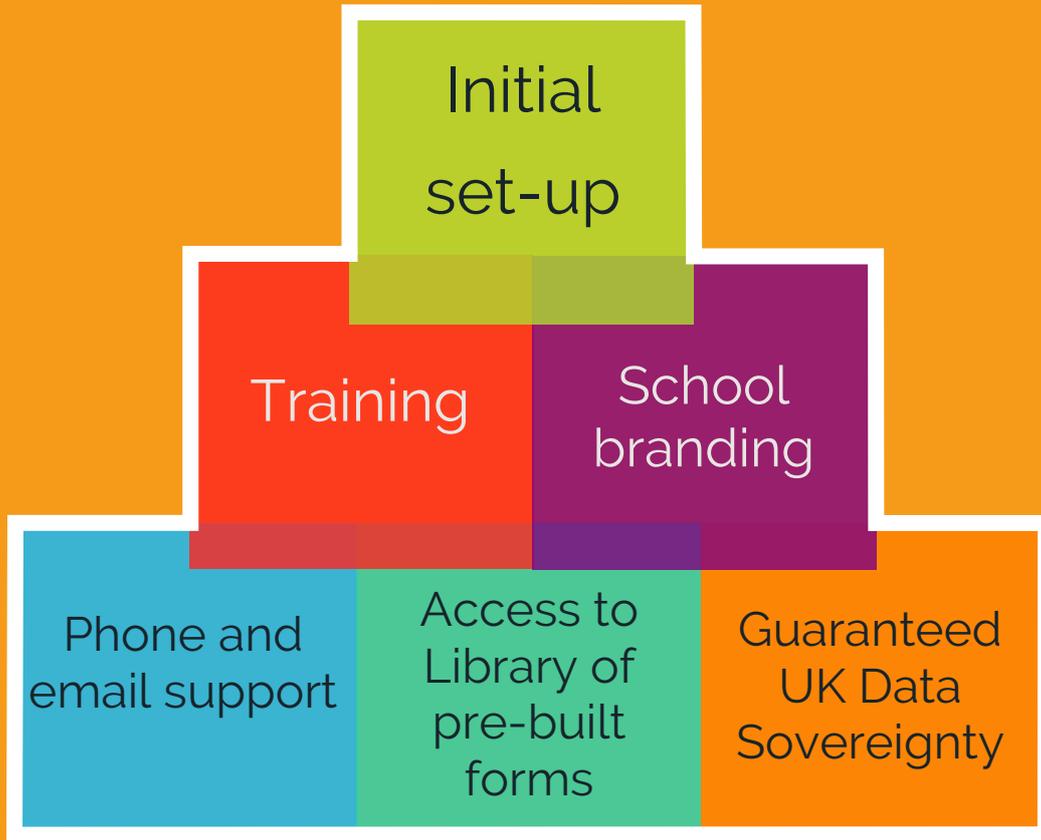
Find out how a **School Business Manager** and
**Chair of The Association of Business
Management in Norfolk Schools**, Matt Smith,
uses pro-Forms®

You choose the forms for your Pack

Tailor the forms in your Pack to meet your school's needs either by selecting from our comprehensive Library of pre-built forms or by asking us recreate existing documents you currently use - the choice is yours!



Included in all Package Options are :



Pack 1

Ideal for Primaries and smaller schools

- 8 forms and reports
- 5 system User Licenses
- Unlimited support via email, phone and WebEx
- Form branding with your school's logo

£499* p/a

Pack 2

Ideal for Secondaries and larger schools

- 12 forms and reports
- 15 system User Licenses
- Unlimited support via email, phone and WebEx
- Form branding with your school's logo
- Use of pro-Forms® mobile app

£749* p/a

Pack 3

Ideal for MACs & MATs

- Unlimited forms and reports
- Unlimited User Licenses
- Unlimited support via email, phone and WebEx
- Form branding with your school's logo
- Use of pro-Forms® mobile app

£1800* p/a

Call us today on 0845 094 1615

* excl VAT



<http://education.pro-Forms.co.uk>

Helping schools to achieve more through intelligent data collection

Speak to our friendly team today
to see how pro-Forms[®] can change
the way your school collects and uses data

0845 094 1615

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