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SCHOOL MANAGEMENT AND SAFETY
MONITORING SYSTEM

[FOR 8-4-4 PRIMARY SCHOOLS]

OVERVIEW

SCHOOL MANAGEMENT: GOING
DIGITAL AND KEEPING YOUR
PUPILS SAFE

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SCHOOL MANAGEMENT AND SAFETY MONITORING
SYSTEM VERSION 1.0 [8-4-4-PRIMARY]

OVERVIEW

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SCHOOL MANAGEMENT AND SAFETY
MONITORING SYSTEM
VERSION 1.0 [SMASAFE v1.0]
[FOR 8-4-4 PRIMARY SCHOOLS]

OVERVIEW

INTRODUCTION

The School Management and Safety Monitoring System Version 1.0 (SMASAFE v1.0) is the first locally developed School Management software to include School safety modules with emphasis on security, fire safety, transport safety, pupil medical status, pupil indiscipline etc.

By automating most functions of managing a Kenyan 8-4-4 Primary education institution, the SMASAFE v1.0 will dramatically reduce your work load and that of your staff.

Most public primary and some private primary school (academies) do not have fully integrated School Management software hence rely on manual processes, which are cumbersome and prone to errors. Since SMASAFE v1.0, is fully integrated, 95% of a Primary School's functions are covered (see Modules).

It's time to go digital and keep your pupils safe!

WHY THIS SOFTWARE?

The SMASMS v1.0 is user friendly and requires minimal training and maintenance, with no additional cost or annual user license as it runs on Microsoft Access, the world's most popular database software. The cost of this software is low despite being very powerful and comprehensive.

The SMASAFE v1.0 is designed to be completely paperless with reports that can be saved digitally without need of printing. Academic Term Reports, Fee Statement/demand notice, letters and circulars to Parents/Guardians can be produced by SMASAFE v1.0 and sent by e-mail. SMS messages can also be composed and sent to individual or all Parent/Guardians through GSM Modem or bulk SMS software.

Hence your school can save on printing Report Cards, letter-heads, postage, etc. The SMASAFE v1.0 still has option to print any report if necessary.

With 5 Main-Modules, 134 Sub-Modules, 525 Forms and 964 reports, the SMASAFE v1.0, is currently the largest and most comprehensive School Management software available locally and comes with Enterprise Resource Planning (ERP) features for administrative support, which are not usually found on most local School Management software (e.g. Human Resource, Payroll, Procurement/Supplies, Transport, Accounts, Asset Management, etc).

The SMASAFE v1.0 can be installed in your local PC or laptop for single user or on a local server for multiple users (Local Area Network). Where you operate more than one school, it can run on a Wide Area Network. To ensure security, multiple users can be allocated their individual passwords. It can be backed-up on flash disc, CD or on internet cloud e.g. Microsoft Cloud, Goggle Cloud or Dropbox, hence can be recovered in case of serious failure or theft of hard-ware.

WHY SCHOOL SAFETY IS A PRIORITY

The safety of both pupils and staff should always be a priority for any School Manager, especially boarding schools.

Parents entrust the safety of their children to School Managers for up to twelve hours a day (for day pupils) or for up to nine months a year (for boarding pupils).

With raising cases of school fires (usually at night in dormitories), fire is now the biggest threat to safety of pupils. Most boarding schools still do not take this threat seriously and lack basic firefighting equipment and training.

The SMASAFE v1.0 has a fire safety module to monitor precaution being taken to ensure fire drills are held on regular basis and firefighting equipment are installed and inspected.

Some Staff and pupils should be trained as Fire-marshals and in first-aid to assist others in case of fire incidents and emergency.

The SMASAFE v1.0 also has modules to monitor security within the School's compound which should be divided into Security sectors and status report sent by SMS by security guards to the School Management especially during the night (this ensures that they stay awake!).

Pupil indiscipline is also monitored as wayward pupils can pose a security risk to other pupils. The SMASAFE v1.0 can prepare Permission slips to be issued to pupils who need to leave the School compound after approval. Pupil Gate Log module is used to keep track of all exit and entry by pupils.

Visitors to the school are registered into the SMASAFE v1.0 and name of pupil or staff they wish to visit before entry is allowed.

To ensure Transport safety, the SMASAFE v1.0 has modules to monitor vehicle accidents, service, inspection, insurance, etc and also drivers' safety record.

The SMASAFE v1.0 also monitors the pupils' medical history and steps taken by the School Management in case of a medical emergency, which often can lead to accusation of negligence by parents if there is any delay.

MODULES

The SMASAFE v1.0 has five Main-modules: - Pupil, Academic, Extra-Curriculum, Staff and Administrative, which have a total of 135 Sub-modules under them as follows:-

SCHOOL MANAGEMENT AND SAFETY MONITORING SYSTEM VERSION 1.0

LIST OF MODULES

1: PUPIL MODULE	
NO	SUB-MODULE
1	PUPIL DATA
2	PUPIL HISTORY
3	PUPIL PERMISSION
4	PUPIL FEE PAYMENT
5	PUPIL FEE PAYMENT ALLOCATION
6	PUPIL TEXT BOOK ISSUE
7	PUPIL ACHIVEMENT
8	PUPIL INDISCIPLINE
9	PUPIL MEDICAL RECORD/DETAILS
10	PREFECTS
11	PEER COUNSELLORS
2: ACADEMIC MODULE	
NO	SUB-MODULE
1	CLASS DETAILS
2	CLASS MONITORS
3	CLASS ATTENDANCE
4	CLASS TIMETABLE
5	CLASS LESSON WORKPLAN
6	ACADEMIC SUBJECTS
7	ACADEMIC TEST RESULTS [LOWER CLASSES]
8	ACADEMIC TEST RESULTS [UPPER CLASSES]
9	ACADEMIC TERM REPORT CARD [LOWER CLASSES]
10	ACADEMIC TERM REPORT CARD [UPPER CLASSES]

11	HOMework ASSIGNMENT
12	CLASS HOMEWORK ASSIGNMENT MARKS
13	EXAM TIMETABLE
14	EXAM ATTENDANCE
15	TEXT BOOK DETAILS
16	TEXT BOOK ORDER
17	TEXT BOOK ISSUE
18	SCHOOL TERM DATES
19	SCHOOL PERIOD DETAILS
20	ACADEMIC DEPARTMENTS
21	ACADEMIC DEPT TEACHERS
22	ACADEMIC SUBJECT TEACHER LIST
3: EXTRA-CURRICULUM MODULE	
NO	SUB-MODULE
1	SCHOOL HOUSE DETAILS
2	SPORTS
3	SPORT TEAMS
4	SPORT GAME FIXTURES/RESULTS-EXTERNAL
5	SPORT GAME FIXTURES/RESULTS-INTERNAL
6	CREATIVITY
7	CREATIVITY MEMBERS
8	CREATIVITY ACTIVITY
9	SCHOOL TRIP REQUEST
10	SCHOOL TRIP LIST-PUPILS
11	SCHOOL TRIP LIST-STAFF
12	CLUBS
13	CLUB MEMBERS
14	CLUB ACTIVITY
15	LIBRARY BOOK DETAILS
16	LIBRARY BOOK LENDING
17	LIBRARY BOOK RESERVATION
4: STAFF MODULE	
NO	SUB-MODULE
1	STAFF DATA
2	STAFF PAYROLL
3	STAFF DUTY DETAILS

4	STAFF ATTENDANCE
5	STAFF DUTY ROSTER
6	DUTY TEACHER ROSTER
7	STAFF LEAVE
5: ADMINISTRATIVE MODULES	
5A: SCHOOL ADMINISTRATION MODULE	
NO	SUB-MODULE
1	SCHOOL DATA
2	SCHOOL MANAGEMENT COMMITTEE
3	SCHOOL MANAGEMENT COMMITTEE MEMBER
4	PARENTS/TEACHERS ASSOCIATION
5	PTA MEMBER DETAILS
6	SCHOOL COMMITTEES
7	SCHOOL COMMITTEE MEMBERS
8	SCHOOL ACTIVITY
9	SCHOOL EVENT
10	SCHOOL ROOM/FACILITY LIST
11	SCHOOL FACILITY BOOKING
12	SCHOOL DEPARTMENT
13	SCHOOL CORRESPONDENCE
14	SCHOOL SMS MESSAGES
5B: SCHOOL TRANSPORT MODULE	
NO	SUB-MODULE
1	SCHOOL VEHICLE
2	SCHOOL TRANSPORT REQUEST
3	SCHOOL VEHICLE MOVEMENT
4	SCHOOL TRANSPORT HIRE BOOKING
5	SCHOOL TRANSPORT ROUTE
6	SCHOOL TRANSPORT PUPIL ROUTE
7	SCHOOL VEHICLE SERVICE
8	SCHOOL VEHICLE ACCIDENT
9	SCHOOL VEHICLE INSPECTION
5C: SCHOOL CATERING MODULE	
NO	SUB-MODULE
1	FOOD ITEM

2	FOOD PURCHASE
3	FOOD STORE TRANSACTION
4	FOOD MENU
5D: SCHOOL BUILDING MODULE	
NO	SUB-MODULE
1	SCHOOL BUILDING
2	SCHOOL BUILDING MAINTENANCE
3	SCHOOL BUILDING FIRE EQUIPMENT
4	DORMITORY
5	DORMITORY BED ALLOCATION
6	DORMITORY BOARDERS' ROLL CALL
7	STAFF HOUSE DETAILS
8	STAFF HOUSE RENT PAYMENTS
9	SCHOOL RENT
10	SCHOOL RENT PAYMENT
5E : SCHOOL SECURITY MODULE	
NO	SUB-MODULE
1	SCHOOL SECURITY SECTOR
2	SECURITY GUARD SHIFT DUTY ALLOCATION
3	SECURITY INCIDENT CODES
4	SECURITY INCIDENTS
5	SECURITY GUARD SMS LOG
6	SECURITY STAFF GUARD LOGS
7	SCHOOL VISITORS
8	PUPIL GATE LOG
9	ILLEGAL ITEM LOG
10	LOST ITEM LOG
5F: SCHOOL FIRE SAFETY MODULE	
NO	SUB-MODULE
1	FIRE MARSHALS-STAFF
2	FIRE MARSHALS-PUPILS
3	FIRE DRILL DETAILS
4	SCHOOL BUILDING FIRE EQUIPMENT
5	FIRE INCIDENT
6	FIRST AIDER-STAFF
7	FIRST AIDER -PUPILS

5G: SCHOOL ACCOUNTS MODULE	
NO	SUB-MODULE
1	SCHOOL BANK ACCOUNT
2	SCHOOL BUDGET
3	BUDGET ITEM DETAILS
4	FINANCIAL YEAR STATEMENT
5	ACCOUNT VOTE HEAD
6	ACCOUNT SUB-VOTE HEAD
7	CASH BOOK TRANSACTIONS
8	VOTE BOOK TRANSACTIONS
5H: SCHOOL PROCUREMENT MODULE	
NO	SUB-MODULE
1	SUPPLIER
2	PROCUREMENT ITEM CODES
3	TENDER DETAILS
4	TENDER NOTICE
5	TENDER SELECTION PROCESS
6	TENDER APPLICATION
5I: SCHOOL STORES MODULE	
NO	SUB-MODULE
1	STORE ITEM
2	STORES CAPACITY
3	STORES PURCHASE ORDER
4	STORES REQUISITION
5	STORES ITEM ISSUE TRANSACTIONS
6	STORES ISSUED TO PUPILS
5J: SCHOOL ASSET MODULE	
NO	SUB-MODULE
1	SCHOOL ASSET TYPE
2	SCHOOL ASSET
3	SCHOOL ASSET TYPE INVENTORY
4	SCHOOL ASSET MAINTENANCE

REPORTS

With 964 reports, the SMASAFE v1.0 is now the largest and most comprehensive School Management software for Kenya Primary schools, with reports giving instant feedback across several parameters.

252 of these reports are dedicated to Academic Test results per pupil, class, stream, subject and Term for closer monitoring of performance with built-in graphs or can be exported to Microsoft Excel for more dynamic analysis using its Graph Wizard.

Class teachers will be able to prepare End Term Academic Reports Cards in a much shorter term as the process is fully automated and paperless.

SCHOOL MANAGEMENT AND SAFETY MONITORING SYSTEM VERSION 1.0

SUMMARY OF REPORTS

REPORTS MAIN-MENU	TOTAL
R1. PUPIL	
R1A: PUPIL REPORTS	62
R1B: FEE PAYMENT REPORTS	37
R1C: PUPIL PERMISSION AND GATE LOG REPORTS	9
R2. ACADEMIC	
R2A-LC: ACADEMIC TERM REPORT CARD [LOWER CLASSES] REPORTS	28
R2A-UC: ACADEMIC TERM REPORT CARD [UPPER CLASSES] REPORTS	28
R2B-LC: ACADEMIC TEST RESULT [LOWER CLASSES] REPORTS	62
R2B-LC (A): ACADEMIC TEST RANKING [LOWER CLASSES] REPORTS	10
R2B-LC (B): ACADEMIC TEST SUBJECT TEACHER REPORTS [LOWER CLASSES]	17

R2B-LC (C): ACADEMIC TEST SUBJECT TARGET MARK REPORTS [LOWER CLASSES]		12
R2B-UC: ACADEMIC TEST RESULT REPORTS [UPPER CLASSES]		63
R2B-UC (A): ACADEMIC TEST RANKING REPORTS [UPPER CLASSES]		10
R2B-UC (B): ACADEMIC TEST SUBJECT TEACHER REPORTS [UPPER CLASSES]		17
R2B-UC (C): ACADEMIC TEST SUBJECT TARGET MARK REPORTS [UPPER CLASSES]		12
R2C: CLASS REPORTS		38
R2D: CLASS LESSON WORK PLAN REPORTS		18
R2E: EXAM TIMETABLE REPORTS		12
R2F: HOME WORK ASSIGNMENT REPORTS		20
R2G: TEXT BOOK REPORTS		25
R2H: PUPIL ATTENDANCE REPORTS		9
R3. EXTRA-CURRICULAM		
R3A: EXTRA-CURRICULAM (SPORTS, CREATIVITY AND CLUBS) REPORTS		30
R3B: SCHOOL TRIP REPORTS		15
R3C: LIBRARY REPORTS		11
R4. STAFF		
R4A: STAFF/PAYROLL REPORTS		35
R4B: STAFF DUTY/ATTENDANCE REPORTS		15
R4C: STAFF LEAVE REPORTS		10
R5. ADMINISTRATIVE		
R5A: SCHOOL ADMINISTRATION REPORTS		29
R5B: SCHOOL TRANSPORT REPORTS		22
R5C: SCHOOL VEHICLE REPORTS		46
R5D: SCHOOL CATERING REPORTS		12
R5E: SCHOOL BUILDING REPORTS		28
R5F: SCHOOL SECURITY REPORTS		34
R5G: FIRE SAFETY REPORTS		16
R5H: INDISCIPLINE REPORTS		9
R5I: BOARDERS' ROLL-CALL REPORTS		7
R5J: SCHOOL ACCOUNTS REPORTS		37
R5K: SCHOOL PROCUREMENT REPORTS		43
R5L: SCHOOL STORES REPORTS		27
R5M: SCHOOL ASSETS REPORTS		22
R6: CORRESPONDENCE REPORTS		28
	GRAND	964

MINIMUM SYSTEM REQUIREMENTS

The SMASAFE v1.0 runs on Microsoft Access versions 2007, 2010, 2013 and 2016 hence you need to have any of the above software applications already installed with Windows 7/8/10 as the operating system. Your PC or laptop should have minimum X86 Processor 1.0 GHz, 512 MB RAM with DVD/CD Rom drive. The application needs maximum 2 GB space on your hard-drive.

It is recommended that you also have Microsoft Office 2007, 2010, 2013 or 2016 installed with Microsoft Outlook with internet link and GSM modem to enable sending of e-mails and SMS messages.

PURCHASE

If you require a free demo version of this software you can contact Systex Solutions on mobile 0722751753 or email-systexsolutions@yahoo.com .

The software currently is available at a reasonable price for single-user (i.e. installed on one PC/Laptop) or for multiple-users (i.e. installed on a Server with Local Area Network for up to 200 users). There is no additional charge or user license fee.

If you purchase the software, Systex Solutions will provide two day training for your staff at no extra cost and six months technical support free of charge (if within 100 km of Nairobi).

COPYRIGHT

The SMASAFE v1.0 has been registered by the Kenya Copyright Board under the Copyright Act, 2001 and it is a criminal offence to make, use or sell copies of the software, without authority of the developer.

Offenders are liable to a maximum fine of up to Kshs 800,000/= or/and maximum custodial sentence of up to 10 years.

HELP-LINE

In case of any problems in operating this software please contact Systex Solutions on 0722751753 or email: systemxsolutions@yahoo.com .

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