



FOR PRESCHOOLS AND PRIVATE SCHOOLS

**School management, family connection
and staff learning in one place.**

A clearer school. A calmer day.

Real tools for the school you
care about, and the people
who make it work.

A good start. A developing staff team.

Clearer routines. Better visibility.

A useful connection for families.



Your curriculum. Your subjects.
Your school's way of teaching.

Arrange a demonstration for your school →

www.alcoln.com / admin@alcoln.com

Your whole school. Working together.

ALCOLN brings school management, family connection and staff learning into one workspace. Give leaders visibility, teachers a practical place to begin and families a useful connection, while keeping your curriculum, school identity and priorities your own.



School leadership

See unfinished work, assign ownership and follow the next action.



Teaching and attendance

Bring classes, subjects, homework and the daily register together.



Routines and timetables

Coordinate responsibilities, specialists, shared spaces and the school week.



Families and consent

Connect parents with their children, school information, consent and appointments.



Fees and school shop

Record charges, payments and balances for fees, trips, clubs and purchases.



People & development

Welcome staff well, assign relevant learning and follow their progress.



Policies and shared practice

Adapt written starters, review the wording and record staff acknowledgement.



School life and readiness

Organise houses, trips, examination preparation, cover and follow-up.



Reports and continuity

Create school and pupil reports; carry reviewed setup into the next term.

Built around your school

Your school stays yours

Keep your curriculum, subjects, teaching methods, calendar and class names.

03 Lead & organise

18 Money & continuity

Responsibility has a name

Connect the task, person, due date and record instead of repeatedly chasing updates.

06 Teach & connect

21 People & practice

Good preparation carries forward

Reuse useful setup with a review before term and year changes take effect.

13 Families & school life

27 Start with ALCOLN

Images: actual product screens and report extracts use fictional records. Generated editorial photographs illustrate school life; they do not portray customers or endorsements.

Academy for Learning, Care, Organisation, Leadership and Nurture.

A stronger school starts with your people.

You invest in staff, families and the future of your school. Give that investment a practical foundation: a clear welcome for colleagues, purposeful learning and everyday tools that help good intentions become consistent routines.



WHY ALCOLN?

Useful every day

Registers, responsibilities and family requests belong close to the people who act on them.

More than administration

Private onboarding, useful learning and reviewed policies support shared working habits.

A manageable beginning

Start with a useful routine; introduce more tools as your school is ready.

Help every colleague start well

A new appointment should become a confident member of the team. Gather the information your school needs, name the reviewer and help colleagues understand their responsibilities. Connect that welcome with relevant learning and school policies.

Make development part of the day

Offer focused learning for the real moments your team faces: a child who needs a different approach, a parent conversation or a new leadership responsibility. Assign manageable courses, follow progress and discuss what staff will try next.

Lead with a clearer picture

Bring registers, responsibilities, family requests and recorded balances into view. Delegate suitable work and open the underlying record for context. Keep your curriculum and introduce useful tools at a pace your school can sustain.

Build the school you want to lead, with everyday systems your people can use.

Useful to every person. Stronger together.

The greatest value appears where school responsibilities meet. A teacher prepares, a parent responds, an administrator follows through and a leader sees the picture. ALCOLN connects those contributions around the same work.

School owner

Understand routines, responsibilities and recorded balances without assembling the picture from separate updates.

Headteacher

Connect the school week, follow-up and staff development with practical oversight.

School administrator

Coordinate school records, review staff onboarding and assign useful learning and policies.

Teacher

Find your classes, daily tools and learning; keep your own private staff profile up to date.

Fees officer

Record charges and payments, explain balances and retain an understandable account history.

Parent

Find your children's information, respond to school requests and keep important details current.

One trip. Five connected contributions.

1

Prepare

Name the activity, class, date and responsibilities; assign the preparation checklist.

2

Inform

Share the school's trip information with verified parents linked to participating pupils.

3

Confirm

Collect versioned consent and review protected family updates through authorised school staff.

4

Record

Add the trip charge and record payments against the relevant pupil balances.

5

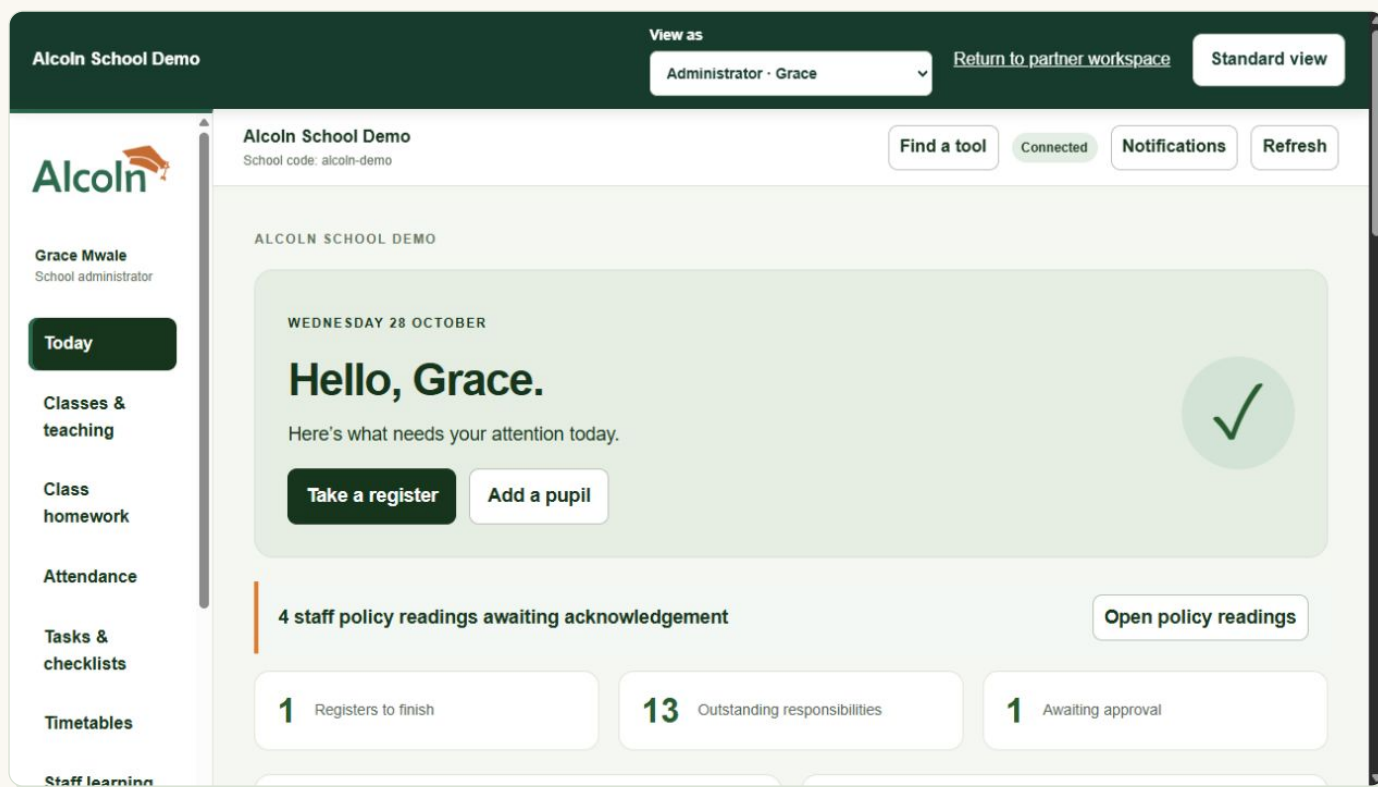
Take the essentials

Generate a selected report for the class or participating pupils, using authorised information.

Connected work means fewer loose ends between the classroom, school office and home.

See the school. Move the work forward.

Bring the daily picture together, then reach the class, colleague or record that needs attention. Give trusted people ownership while keeping important decisions traceable.



A real leadership workspace: the daily tools and next actions together.

Actual workspace / Fictional example records

Know where to act

Find unfinished registers, outstanding responsibilities and review requests. Go from the overview to the relevant record and agree a useful next step.

Delegate with confidence

Give a trusted teacher selected capabilities or a fees officer the appropriate financial access. Class and school boundaries still apply.

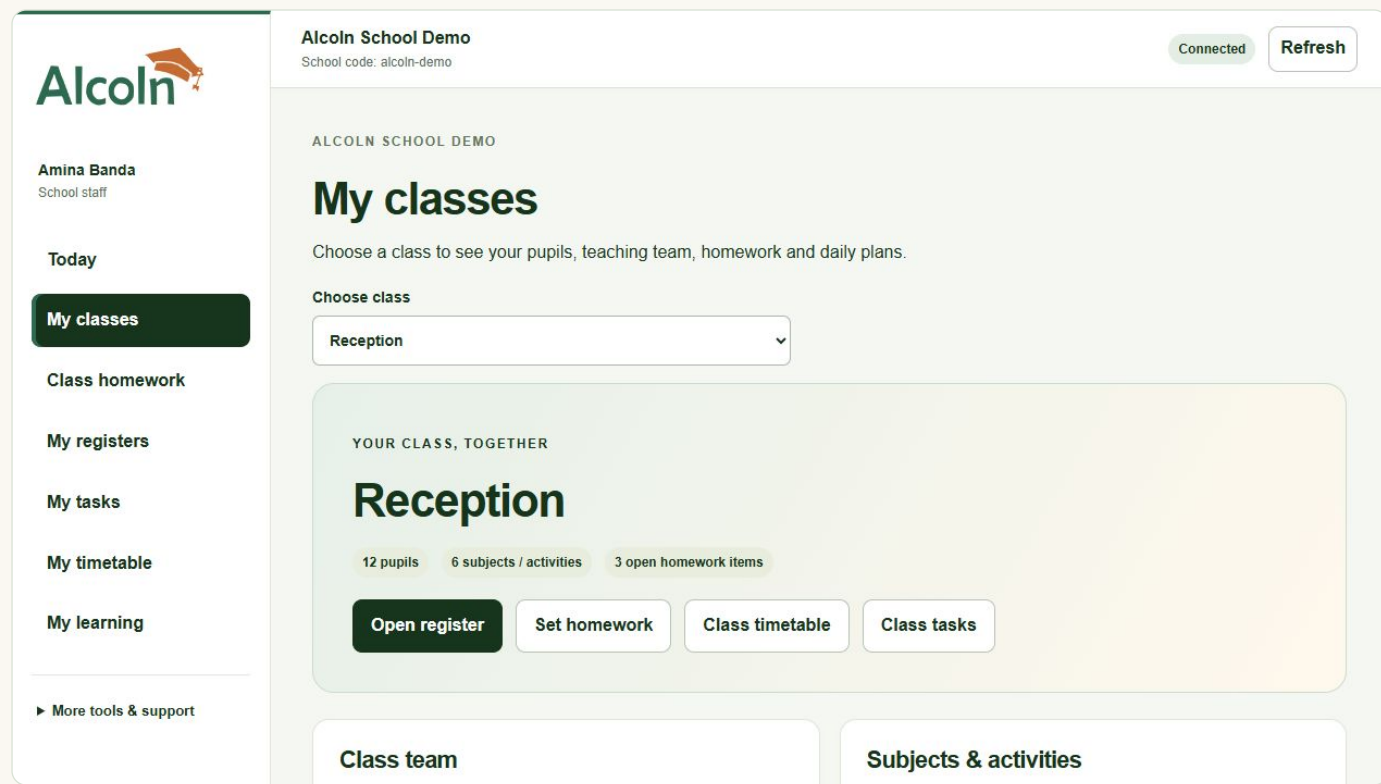
Keep context and history

Choose relevant activity notifications and review significant changes. Saved records and pending offline work remain distinguishable, so the picture can be understood.

An informed conversation starts with the information already at hand.

A school that fits the way you teach.

One teacher leading a preschool class. A specialist moving between year groups. Assistants working alongside a class teacher. ALCOLN connects these everyday arrangements without asking your school to change its curriculum or teaching identity.



The screenshot shows the Alcoln School Demo interface. On the left is a sidebar with the Alcoln logo, the user's name 'Amina Banda' (School staff), and a 'Today' section with links to 'My classes' (highlighted), 'Class homework', 'My registers', 'My tasks', 'My timetable', and 'My learning'. Below these is a link to 'More tools & support'. The main content area is titled 'Alcoln School Demo' with the school code 'alcoln-demo'. It features a 'Connected' status and a 'Refresh' button. The main heading is 'My classes' with a subtext 'Choose a class to see your pupils, teaching team, homework and daily plans.' Below this is a 'Choose class' dropdown menu set to 'Reception'. A large card for 'Reception' displays 'YOUR CLASS, TOGETHER' and statistics: '12 pupils', '6 subjects / activities', and '3 open homework items'. It includes buttons for 'Open register', 'Set homework', 'Class timetable', and 'Class tasks'. At the bottom are two tabs: 'Class team' and 'Subjects & activities'.

A real class workspace connects teaching responsibilities, pupils and daily actions.

Actual workspace / Fictional example records

Review teaching together

Prepare class teachers, specialists, co-teachers and assistants in one dated grid. Reuse existing responsibilities and review overlaps. Assistant attendance access remains explicit; management powers stay separate.

Bring the class work together

Pupils, teaching teams, lessons and homework sit around the class they belong to. Staff reach the work relevant to their responsibilities. Private teaching groups help target activities without exposing internal group labels to families.

Make homework easier to follow

Publish instructions, subjects and due dates, with optional effort estimates and printable alternatives. Reuse useful work and keep drafts private. Teachers record completion or follow-up; verified parents acknowledge instructions, keeping receipt distinct from the pupil's actual work.

Your teaching model, connected to the people and work that make it happen.

One tick. A better start to the day.

Keep a familiar morning routine simple for teachers and useful for the office. ALCOLN separates a saved attendance mark, an unfinished register and a follow-up that needs someone's attention.

One tick, with clear exceptions

Tick once for Present. Absent is red, Late yellow and an unmarked entry stays clear. Mark remaining unmarked pupils present without replacing saved exceptions. Device-pending work stays distinct from confirmed attendance.

Open the record behind a concern

A family absence report links to its dated register. Staff can see missing or contradictory marks and save a deliberate correction. A parent report never changes the official register automatically.

Keep a record you can explain

Summaries account for school days, holidays and enrolment dates. Traceable corrections, exports and printable summaries support administration. An authorised downloaded copy supports offline marking, with pending changes and conflicts visible until synchronisation confirms the school record.

ALCOLN SCHOOL DEMO

Attendance

Tick for present. Changes save automatically; use extra options for exceptions.

Class
School-local date

Reception
30/10/2026

► Reports & print

Reception · 30/10/2026

Partly completed

12 eligible pupils. Last confirmed 2026-10-30T01:47:14+00:00

✓ All present and save

Eli Moyo
ADS-008

Not marked

► Absent / late / note

One tick for Present. Missing marks stay visible.

Actual workspace / Fictional example records

Less friction for the teacher. A dependable starting point for school follow-up.

Less reminding. More following through.

The small responsibilities keep a school running. Make them easier to prepare, easier to complete and easier to follow, without turning every routine into another lengthy submission for staff.

A completion tick records a declaration that the action is done; it does not assess quality.

View

My tasks

Print

Learning materials ready

To do

Due 30/10/2026 · Amina Banda · Reception

Fictional mid-term routine. Tick only when finished.

Optional completion note

Mark done

Attendance register completed

Done

Due 28/10/2026 · Amina Banda · Reception

A short action list, with completion recorded.

Actual workspace / Fictional example records

Prepare a useful pack once

Choose people, classes and useful responsibilities together. Reuse saved choices, preview the separate dated occurrences and skip existing equivalents. Completion stays with each person and date.

Give staff the next action

A focused My tasks list puts responsibilities within reach. Staff mark work done and add a short note where useful. To do, Done, Overdue and Not due yet distinguish today's priority from work coming later.

Understand what completion means

Dated occurrences preserve who completed each responsibility and when. Authorised users can reopen mistakes or record Not applicable with a reason. Register-linked completion follows saved attendance; a planning tick records a colleague's declaration, while teaching quality remains a professional judgement.

Prepare useful routines once, give work an owner and keep the next step in view.

One coordinated week. More room to teach.

A specialist cannot be in two classrooms at once. A shared room cannot host two separate lessons. Bring the real requirements together and give the school one connected weekly plan.

ALCOLN SCHOOL DEMO

Timetables

Reuse your subjects and teachers

Prepare lesson inputs from current teaching assignments, then review weekly counts, durations and availability.

Use teaching assignments

Build / edit timetable

Prepare and validate repeating weekly schedules for lessons or preschool routines. Generation runs on your device.

Generate draft

Save draft

Approve validated draft

Copy previous schedule

Coordinate the week from one approved school schedule.

Actual workspace / Fictional example records

Prepare the requirements once

Give each class and subject its own weekly session count, duration and shared rooms. Reuse teaching windows and staff availability across selected days or people, with breaks retained.

Generate, then independently validate

Automatic scheduling accounts for requested sessions and checks compulsory rules for teacher, class and resource clashes, availability and duration. Preferences help shape the week without overriding those rules. Unplaced sessions and search limits remain visible before approval.

Review changes with confidence

Teaching changes identify affected draft lessons. Recover unfinished timetable work, validate moves and keep approved lessons available. A future approved version starts on its effective date, preserving the current school week.

A usable plan for the school, the class and each individual teacher.

Make the message lead somewhere.

A notice, a colleague's absence or a question after a meeting should have a useful next step. Connect information with responsibilities so the school can keep moving when the day changes.

ALCOLN SCHOOL DEMO

School follow-ups

Add follow-up

A responsible person, a next date and a clear resolution. Keep sensitive pupil information in its protected form.

Show

Open & waiting

Review the latest family information

Overdue

Amina Banda · 27/10/2026 · Reception

FICTIONAL DEMO: check the parent update and ask the school administrator to review the current information. Sensitive details remain in the protected record.

Open / update

A named person, a next date and a useful follow-up.

Actual workspace / Fictional example records

Plan a useful publication

Review the audience, content and school-local time before planning a notice or other supported item. Pending, completed, cancelled and failed work stays visible. Reading and acknowledgement remain separate.

Make cover a reviewed handover

Choose the absent colleague, dated classes and available cover teacher. Review approved lessons and clashes, then record materials and practical instructions before applying temporary access.

Keep the school office moving

Track enquiries and visits, review an accepted pupil before enrolment, record equipment loans and give staff or family requests a clear response. Practical tools stay with the people authorised to use them.

Information people can find, handovers they can use and actions someone owns.

Your teaching. Your way of recognising progress.

A percentage is useful in one classroom; an early-learning milestone tells a better story in another. Give teachers a reporting structure that reflects your pupils, subjects and approach.

My assessments

Use your school's subjects, scales and reporting periods. Parents receive only reviewed and approved versions.

Reporting cycles

Choose a class and reporting period. A term ending does not automatically release results.

Class / reporting cycle

Mid-term progress · fictional demo · Reception · Open

Mid-term progress · fictional demo

Reception · Term 1 · 2026 / 2027

Reporting period 07/09/2026–30/10/2026 · Teacher entry 07/09/2026–11/12/2026

12 pupils · 120 submitted subject / area results · 0 approved awaiting release · 12 pupils with released reports

1. Subject and learning-area entries

Subject / learning area

Communication and language

Achievement indicator. Blank results remain unassessed. Submitted rows are locked until returned by an administrator.

PUPIL	STATUS	RESULT	COMMENT / OBSERVATION	SAVED STATE
Eli Moyo	Assessed	Can do independently	A fictional classroom observation showing progress with familiar activities ▶ Observation evidence	Submitted

Teacher view: school-defined results for assigned pupils.

Actual workspace / Fictional example records

Set up a reporting cycle

Choose what belongs on the report. Identity, reporting dates and version information always remain clear.

Report title

Term progress report

Academic year label

Class

Reception

Term

Term 1 · 2026-09-07

Report from

07/09/2026

Report through

Administrator view: a deliberate reporting cycle.

Actual workspace / Fictional example records

Choose meaningful indicators

Use marks, percentages, letter grades or school-defined descriptors. Early-years reporting can include Can do, Needs assistance and age-appropriate milestones. Your school chooses the scale and wording.

Keep entry with the right teacher

Class teachers and subject specialists record results for their authorised pupils and subjects. Drafts stay separate from released reports. Your school controls when a reporting cycle opens.

Review before families see it

Select useful report sections, comments and attendance information. Administrators review and approve the report before release, keeping responsibility and revisions traceable.

Recognise the individual child with a report your school can stand behind.

Make progress a useful conversation.

Give parents a considered account of their child's school experience. School-released reports sit beside the practical information families already use, within their verified account.

ALCOLN SCHOOL DEMO

Mid-term progress • fictional demo

Zuri Phiri

Reception • Term 1 • 2026 / 2027
07/09/2026–30/10/2026

SUBJECT / LEARNING AREA	PROGRESS / RESULT	TEACHER COMMENT
Communication and language	Can do independently	A fictional classroom observation showing progress with familiar activities.
Early literacy	Can do with support	A fictional classroom observation showing progress with familiar activities.
Early mathematics	Can do independently	A fictional classroom observation showing progress with familiar activities.

Relevant to the child

Combine the school's chosen subjects, indicators, milestones and comments. Different ages can have different report templates.

Private until the school is ready

Teachers prepare; authorised administrators review and release. Parents see reports only for children the school has linked to them.

A foundation for the next discussion

Parents can revisit the released report before a consultation. Save or print the report where offered, and agree a practical next step with the teacher.

An actual early-years report, released to a linked parent.

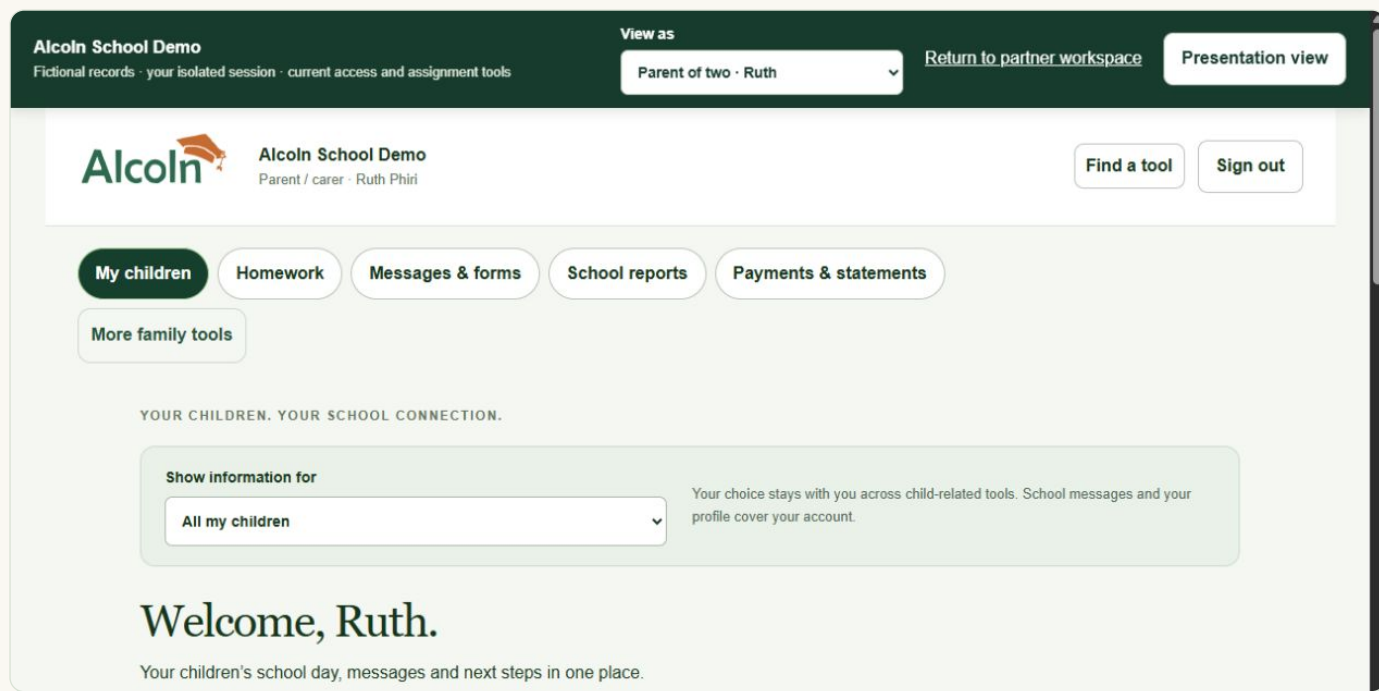
Actual workspace / Fictional example records

From classroom evidence to a clearer school-home conversation.

Progress deserves a thoughtful account, shared with the right family at the right time.

Bring families closer to school life.

From a first welcome to tomorrow's homework, families need a dependable place for the practical details. Give parents a useful connection while your school controls account links and access.



One verified parent account for more than one child.

Actual workspace / Fictional example records

Welcome families with less repetition

Prepare reviewed guardian batches with a separate relationship and consent authority for each child. Each person receives a different private one-use activation slip. Matching names never establish access.

Recognise real family arrangements

One account can connect a parent to several children. Two guardians can hold individual accounts for the same pupil, with their own responses. Your school verifies relationships and consent authority rather than assuming every family has the same arrangements.

Put needed responses in view

Families can open current notices, homework, trip requests and released reports from Needs your response. Reading, acknowledgement, consent and completed work keep their separate meanings.

A useful family experience, built around the right children and information.

More anticipation. Less chasing before a trip.

A school visit should be something to look forward to. Bring responses, essential information and preparation together so the organising team can concentrate on the decisions that still need attention.

Follow up the unanswered families

Filter trip responses by class and status, select unanswered pupils and preview reminders for verified consent contacts. Changed decisions are rechecked before publication, keeping follow-up relevant.

Keep decisions current

Changed trip details flag earlier responses for renewal. Conflicting guardian decisions remain visible for the school to resolve. New allergy or emergency-contact information needs school review, rather than automatically inheriting an earlier review's reassurance.

Prepare a practical working summary

Use preparation tasks and authorised reports to bring the needed pupil and family information together. Follow up missing responses before departure. Keep payments and consent as separate records: money received does not establish that permission has been given, and consent does not settle a charge.

My children

Your child's homework

School messages

Your statements

More family tools

Show information for

All my children

Trip permission

Read the trip details for each child before responding. You can give, decline or withdraw permission. If the school changes the details, please respond again.

Learning garden discovery visit - demo

11/11/2026 · Please reply by 06/11/2026

FICTIONAL DEMONSTRATION VISIT.
Reception and Year 3 explore plants, sketch leaves and share a simple outdoor music activity with their teachers. Meet in class at 08:00: the updated plan returns at 12:30

Current consent and changed details stay distinguishable.

Actual workspace / Fictional example records

Prepare the visit with a focused view of permission, people and outstanding actions.

Make time for the conversation that matters.

Give families a straightforward route to a useful meeting and teachers the information to prepare for it. Bring booking, appointment details and follow-up together instead of rebuilding arrangements from scattered replies.

Plan the evening around real availability

Prepare multiple appointment windows, breaks and teacher exceptions in one private draft. Review the classes eligible on the event date before publishing bookable times.

Show suitable teachers and times

Verified parents choose a child and see applicable teachers and available times. Event-date class membership respects upcoming pupil moves. A failed move preserves the original appointment.

Follow up who remains unbooked

Review unbooked pupil and teacher appointments, help families find a suitable time and keep cancelled booking history. Give any agreed follow-up a named owner and date.

My children

Your child's homework

School messages

Your statements

More family tools

Show information for

All my children

Your appointments

Choose a time to talk with your child's teacher, then check or move your booking here.

All times below use Africa/Blantyre. Your booking confirmation appears in your account. Contact the school if you need help.

Your appointments

Zuri Phiri - Amina Banda

Move

Cancel

6 Nov 2026, 15:05 - Ruth Phiri - Booked

Appointments for each child in the parent view.

Actual workspace / Fictional example records

Less effort arranging the time. More attention on the child.

A place to belong. A contribution to recognise.

House teams can connect pupils across classes and give school life a shared identity. ALCOLN helps organise balanced allocations and understandable recognition without turning the task into a spreadsheet puzzle.

ALCOLN SCHOOL DEMO

House teams

Balance pupil numbers and class mix. Confirm family groups, separations and locked placements before generating.

House number & names

Acacia

56

House points · 6 visible pupils

Captain: Ethan Phiri

Staff lead: Amina Banda

Baobab

56

House points · 6 visible pupils

Captain: Noah Ndlovu

Staff lead: Daniel Tembo

Jacaranda

56

House points · 6 visible pupils

Captain: Leah Banda

Staff lead: Samuel Moyo

Approved allocations connect pupils, captains and staff leads.

Actual workspace / Fictional example records

Respect the relationships that matter

Choose the number and names of houses. Confirm family preferences, pupils who should be together or separate, and allocations to retain. Matching surnames prompt a question rather than an assumption, keeping family decisions with the school.

Welcome newcomers without reshuffling

Lock continuing approved placements and prepare allocations for unallocated pupils. Review saved family and separation preferences, captain suggestions and the proposed changes before approving the new roster.

Make recognition understandable

Award points for a team or pupil contribution with a date and explanation. The ledger shows how totals were earned, and corrections preserve a traced reversal. Parents see their child's house connection and relevant points, extending belonging beyond the classroom.

Shared identity, thoughtful allocation and recognition with a reason behind it.

Be ready before the pressure builds.

Examination readiness depends on ordinary responsibilities being completed at the right time. Connect the people, preparation dates and outstanding work before a small omission becomes a last-minute rush for the school team.

ALCOLN SCHOOL DEMO

Exam preparation

Responsibilities and readiness, with your own examination dates and verified board deadlines.

[Choose preparation checklist](#)

Internal: set the paper, review it, and have secure copies ready. External: verify the current board/centre instructions and prepare the school. Keep preparation here. Use Assessments & reports for school-defined results and reviewed pupil reports.

Year 3 end-of-term paper preparation · demo

13/11/2026 · Internal examinations

1 of 5 visible tasks complete

Finalise secure copies ready for pupils

06/11/2026 · Daniel Tembo

Not due yet

Dated responsibilities help staff prepare ahead.

Actual workspace / Fictional example records

Give internal papers a sequence

Adapt a practical checklist for setting papers, reviewing content and instructions, preparing copies and confirming rooms, materials and pupil arrangements. Work back from the examination date and name the responsible colleague. Your school retains its questions, curriculum and assessment choices.

Prepare for external requirements

A separate checklist supports national or international examinations administered outside the school's own process. Bring candidate information, official instructions, permitted materials, timetable checks and staff briefing into view. Use the requirements and deadlines of your actual board or centre.

Find the gap while there is time

Preparation appears in staff tasks and the calendar, with due dates and completion states. Leaders can follow up unfinished work. Separate assessment tools let authorised teachers record school-defined results for reviewed pupil reports; preparation checklists do not administer or automatically mark examinations.

Preparation becomes a shared plan, with each stage owned and dated.

Know what is owed. Account for what arrives.

Owners need an understandable view of outstanding money, and families deserve a balance they can follow. Connect charges, recorded payments and account history around the pupil instead of piecing together separate lists.

ALCOLN SCHOOL DEMO

Fees & school shop

Review pupil accounts, charges and recorded payments within your permissions.

Pupil balances
Fees & other charges
Payments
School shop

USD · 2 decimal places · Payments are recorded by the school. Online payment collection is not enabled.

USD 1,688.00
Total owed

USD 1,604.00
Past due

12
Pupils with an amount owed

School charges, recorded payments and outstanding balances together.

Actual workspace / Fictional example records

See the school's position

Apply tuition or other charges to a class, selected pupils or the enrolled school after reviewing amounts and exceptions. Follow outstanding balances, adjustments and pupil statements. Previous debt and credit stay connected to the pupil through class changes.

Delegate without losing the trail

An authorised fees officer records money received, including amount, date, method and reference. Partial payments reduce debt; overpayments remain credit. Receipts, statements and reasoned corrections preserve an explainable history, with payment recording separately controlled from charging and adjustments.

Include the smaller costs

Record trip contributions, clubs and pupil shop sales alongside tuition. Manage items, prices and optional stock; keep the sale and stock change connected. Parents view their linked children's accounts. These are manual financial records, not an online payment gateway or bank-settlement service.

A firmer view of school accounts, with an explanation behind each pupil balance.

Build your school once. Carry the work forward.

A new term should bring fresh plans, not the same data-entry exercise. Begin with the school you have already organised, then review the dates, people and arrangements that need to change.

ALCOLN SCHOOL DEMO

REUSE WHAT YOUR SCHOOL ALREADY KNOWS

Prepare a term or academic year

School setup

Carry forward subjects, people and routines. Review movements before anything changes.

What are you preparing?

For a new term, keep classes and pupils in place. For a new academic year, review where each group moves and any individual exceptions.

Prepare next term

Prepare next academic year

Continue saved preparation

Save the next-term plan. Review before applying.

Actual workspace / Fictional example records

Keep the useful groundwork

Reuse suitable subjects, teaching responsibilities and recurring routines. Review dates, holidays, classes and pupils for the new term. Prepare a timetable draft while the approved version remains available, retaining useful settings and earlier records instead of starting again.

Move groups, recognise individuals

Plan each group's next class or leaving destination, with exceptions for pupils taking a different route. Decide whether teachers follow their pupils or remain with year levels. Review the assignments and access needed for the new arrangements.

Finish the connected preparation

After the reviewed rollover, check saved readiness for class access, approved lessons, family links, newcomers and first-day registers. Previous enrolment, attendance and completed work retain their history.

Less repeated setup. More continuity. The next year built on the school you know.

Ask a school question. Take away a useful answer.

A list earns its place when it supports a real decision. Bring the right records together, choose useful detail and produce a readable PDF or CSV for authorised school work.

Alcoln School Demo

Alcoln School Demo · pupil and family directory

School: all authorised pupils · enrolled · As of 2026-10-28

For pupils no longer enrolled, a class filter uses their last enrolled class by the reporting date.

The reporting date selects historical class membership, enrolment and fee balances. Parent contacts, allergy information, review status and consent are current saved information.

Pupil name	School reference	Class on reporting date	Verified parent / guardian names
Amara Tembo	ADS-004	Reception	No verified linked guardian
Eli Moyo	ADS-008	Reception	No verified linked guardian
Elijah Ncube	ADS-018	Year 3	No verified linked guardian
Ella Kunda	ADS-023	Year 3	No verified linked guardian
Ethan Phiri	ADS-013	Year 3	Ruth Phiri

A real school report: selected fields, useful headings and verified guardian links.

Actual workspace / Fictional example records

Start with the purpose

Prepare a family directory, contact summary, attendance report, outstanding-fee list or leavers report. Select one pupil, a class or the school, then choose permitted fields. Match the report to the meeting, preparation task or question in front of you.

Make the output usable

Preview before downloading a PDF for saving or printing, or a CSV for further work. Headings and reporting dates preserve context. Save familiar field and filter choices as a template, reducing repeated preparation when the same question returns.

Share the appropriate detail

Access follows responsibility, with distinct permissions for contacts, protected information and fees. Reporting dates can reflect historical class membership or balances; current contact and consent details are identified. Useful school information need not mean giving everyone access to everything.

The right records, in a usable form, for people authorised to act on them.

Welcome the person. Prepare the colleague.

A good appointment deserves a good beginning. Turn joining the school into a clear, supportive journey: the right information, an accountable review and a practical introduction to the way your school works.

Your team's next steps

4 active staff · 1 submitted for review. Changing the requested fields makes older forms due for an update.

Amina Banda Active staff Reviewed	Open private profile
Daniel Tembo Active staff Draft	Open private profile
Grace Mwale Active staff Not started	Open private profile
Samuel Moyo Active staff Submitted	Open private profile

Live demo: private profiles and clear staff onboarding review states.

Actual workspace / Fictional example records

A welcome with direction

Give each colleague a private profile and clear next steps. Gather relevant experience, skills, qualifications and development goals alongside the details your school needs.

A review with a name

Staff can save a draft and submit when ready. An authorised reviewer checks the saved version, records a review or asks for changes. Later edits make the review due again; history remains available.

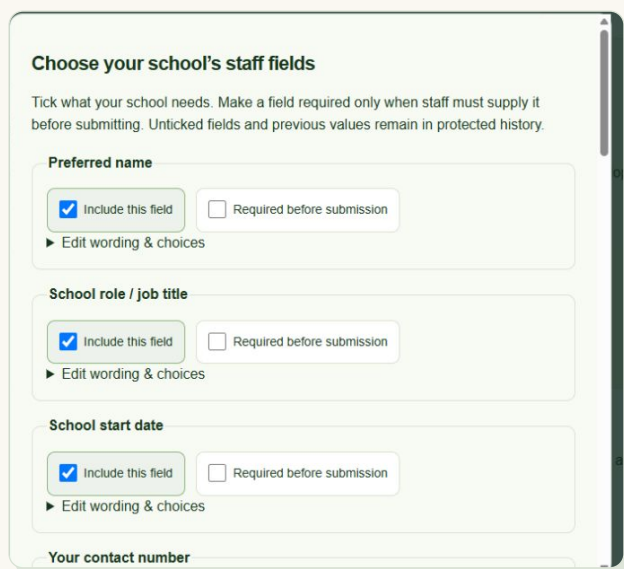
A start that leads somewhere

Choose relevant courses, assign reviewed school policies and agree an early check-in. A completed form is the beginning of a supportive working relationship, not the whole induction.

Help every colleague know where they belong, what matters and where to turn for support.

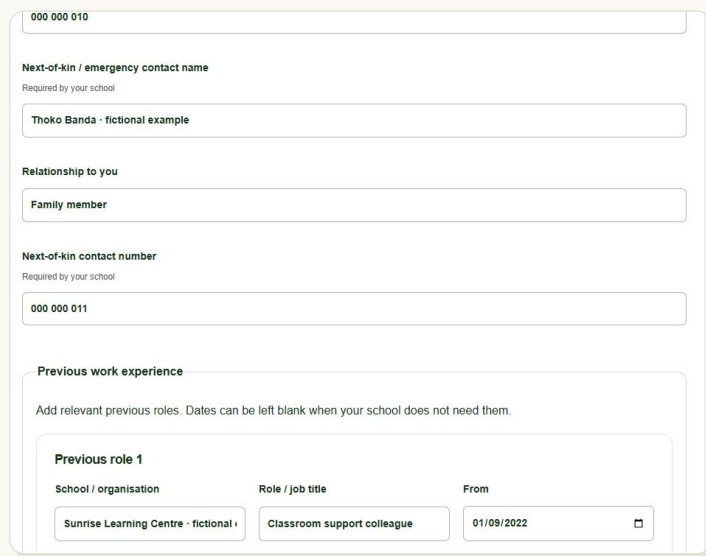
Ask for what matters. Keep it in the right hands.

Choose the staff details that serve a real school purpose. Keep the form manageable for colleagues and the review clear for authorised administrators.



Tick the fields your school needs; choose which are required.

Actual workspace / Fictional example records



Actual demo fields: emergency contact and previous experience.

Actual workspace / Fictional example records

Shape the form around your team

Select next-of-kin details, contact information, work history, qualifications, skills and development goals. Adjust wording and add school-specific fields. Required fields are a school choice.

Make review and records useful

See who has not started, saved a draft, submitted or been reviewed. Revisit earlier saved versions. Produce a selected-field staff PDF or CSV for authorised school work.

Respect the person behind the form

Staff see their own profile. School administrators and explicitly authorised onboarding managers can review it; parents and ordinary colleagues cannot. Private staff records require an online connection.

Useful information for the school. A clear, respectful experience for the colleague.

Help your people grow with your school.

Your school grows through its people. Make development a regular part of working life: practical courses, individual assignments and visible progress, in the same account as everyday school tools.

Today

ALCOLN SCHOOL DEMO

My learning

My earlier learning cycles

My learning

Course library

Practical lessons, a short check and an action to try in school.

Your ALCOLN LMS

Lessons and knowledge-check results save online. Complete every lesson and answer the questions correctly to record self-study completion. This is not an accredited qualification.

School policies

[Browse course & policy topics ↗](#)

Continue your learning

Assigned courses and progress without another login.

Actual workspace / Fictional example records

Keep learning close to practice

Short lessons connect development with classroom routines, leadership and family relationships. Staff revisit explanations and complete knowledge checks with feedback. ALCOLN's own learning system keeps the journey between a school responsibility and useful support within one familiar workspace.

Choose a path for each role

Use a colleague's onboarding goals to choose relevant courses and a useful learning pathway. Assign published courses within the school's allowance and set due dates. A new class teacher, experienced specialist and school leader can have different priorities. You choose the assignments; a profile does not assign them automatically.

Make progress a conversation

Follow Not started, In progress and Completed records against lesson and knowledge-check requirements. Practical reflections help a colleague select something to try and revisit it with support. Completion records show learning activity, rather than guaranteeing teaching quality or an accredited qualification.

Useful development for each colleague, connected to the way your school works.

Develop the people who make your school.

A timetable organises the week. Confident, thoughtful people make it work. Give your team a practical library of 260 short self-study courses and 40 written policy starters, within ALCOLN's own learning system.

Teaching with purpose

Lesson preparation, clear explanations, questioning, feedback and independent practice. Strengthen everyday teaching while keeping your own curriculum and methods.

Early learning

Purposeful play, conversation, early language, number and inviting learning spaces. Practical starting points for the adults supporting your youngest pupils.

Including different learners

Dyslexia, ADHD, language and varied learning needs. Build understanding and consider useful classroom adjustments without treating a course as a diagnosis.

Families and belonging

Parent-teacher consultations, constructive conversations, communication across languages and school relationships. Prepare staff for the moments that build family confidence.

Leading an organised school

Leadership decisions, induction, handover, recordkeeping and exam preparation. Help colleagues connect individual responsibilities with the wider school.

Care and shared practice

Common illness awareness, everyday care and agreed routines. Reinforce consistent working arrangements with policy starters your administrator adapts and reviews.

Real courses. Relevant questions.

- Understanding Learning Through Play
- ADHD: Supporting Attention During Lessons
- Preparing for a Parent-Teacher Consultation
- ALCOLN for Staff: Attendance, Tasks, Timetables and Learning
- Dyslexia: Understanding Common Learning Barriers
- Coordinating Internal Examination Preparation Deadlines
- Common Illnesses in School: Awareness and Appropriate Next Steps
- ALCOLN for Administrators: Setup, Accounts, Permissions and Oversight

260 short courses and 40 policy starters. Public visitors browse topics; full content is for authorised accounts. Self-study is not an accredited qualification.

Choose purposeful learning for each role. Build useful habits across the whole school.

Give your team something useful to try.

A course matters when it helps someone approach a real situation with more confidence. Choose a relevant topic, make time for a manageable learning step and return to the conversation after practice.

ALCOLN SCHOOL DEMO

← My learning

Preparing for a Parent–Teacher Consultation

Try it. Reflect. Revisit.

Not started

Record a practical next step for your own learning. This does not change your completion status.

My practical reflection

A productive consultation needs a clear purpose, relevant evidence and room for the parent's perspective.

0 of 3 lessons acknowledged

An assigned course inside the private teacher workspace.

Actual workspace / Fictional example records

Prepare with a purpose

Before a parent consultation, a teacher can revisit a focused course, consider the pupil's experience and prepare a balanced conversation. The example here comes from the actual learning library.

Make the next step visible

Administrators assign suitable courses and due dates. Staff work through lessons and online knowledge checks in the same account as their daily tools, while leaders follow assignment and completion records.

Carry learning into practice

A reflection turns reading into a manageable action. Revisit it in a supportive conversation, rather than treating a completion tick as evidence of teaching quality.

A useful development rhythm

Choose a priority → learn → try one idea → discuss → revisit.

From a short read to a better-prepared conversation: development with a clear everyday purpose.

Give good intentions a workable foundation.

A growing school needs expectations that colleagues can find, understand and use. Start with written substance, shape it around your school and give the team a reviewed version to work from.

Begin with something useful

Forty written policy starters cover everyday teaching, organisation, family communication and care. Edit the text to match your actual arrangements, or type an original policy directly in ALCOLN. Name the responsible role and set useful dates.

Make review a real step

An administrator reads the saved version and answers the school-review questions before assignment. The signed-in reviewer's identity is recorded. Changing the wording requires a fresh review, keeping responsibility connected to the version staff receive.

Keep the conversation traceable

Assign the reviewed version, set a reading deadline and follow individual acknowledgements. Earlier versions and reading records remain available. Acknowledgement records reading, not proof of understanding or implementation. Public visitors see topics; full school wording stays in the authorised workspace.

ALCOLN SCHOOL DEMO

School policies

Create school policy

Prepare the school's agreed procedures, review the exact version and assign it to staff.

Read → adapt → administrator review → assign → acknowledge

Every starter includes written procedures. It becomes assignable only after an administrator reads and reviews the school's exact version. Revisions require a fresh review.

Policy acknowledgement report

School policies

Parent Communication and Consultation Arrangements

Version 1 - Reviewed by Grace Mwale - 07/10/2026

Responsible: Grace Mwale, School Administrator, with class teachers and the music specialist - Review by 27/03/2027

Read policy Edit Assign to staff

Educational Visits and Trip Preparation — Draft for Review

Version 1 - Administrator review required

Responsible: Grace Mwale — draft arrangements awaiting administrator review - Review by 25/02/2027

Read policy Edit Read & review

Learning Support and Flexible Classroom Participation

Version 1 - Reviewed by Grace Mwale - 07/10/2026

Responsible: Grace Mwale with class teachers Amina Banda and Daniel Tembo and music specialist Samuel Moyo - Review by 27/03/2027

Read policy Edit Assign to staff

School policy titles, version numbers and named reviews.

Actual workspace / Fictional example records

1. Adapt

2. Review

3. Assign

4. Acknowledge

A substantial starting point, a named review and a shared understanding of how your school works.

Start where the difference will be felt.

You do not need to introduce every tool at once. ALCOLN's guided setup asks useful questions, brings the essentials together and lets your school begin with a routine worth improving.

ALCOLN SCHOOL DEMO

A USEFUL START, ONE QUESTION AT A TIME

Set up my school

Manage existing records

Start with what helps today. Save your place and add more when you are ready.

Selected school: Alcoln School Demo

Setup answers are a shared school draft. School records change only after the reviewed preview is applied.

1. Start

2. School

3. Classes

4. People

5. Pupils

6. Review

No setup answers saved yet.

What would you like to start using?

A starting goal guides the next useful questions.

Actual workspace / Fictional example records

Begin with the school priority

Choose the routine your school most wants to improve, try a focused public tour and carry that priority into your walkthrough request. Packages and custom feature selections remain starting points for an agreed scope.

Bring information, avoid repetition

Add pupils individually or use import templates with validation and preview. Select starter tasks and reuse subjects or teaching arrangements. Suitable setup carries into reviewed term and year preparations, making the foundation useful beyond the first school week.

Prepare accounts, activate privately

Review ordinary staff or verified family rows together. Generate a separate private activation slip for each selected person. Connect induction with suitable learning, reviewed policy versions and dated responsibilities.

A practical first step, guided questions and room to grow at your school's pace.

School tools, close at hand.

The school office, a classroom phone and a parent's tablet can reach the same platform. Keep useful work accessible on everyday devices, with understandable save states when a connection is interrupted.



Phone. Tablet. Computer.

Install or add ALCOLN to the home screen where supported. The same school account connects the school day across everyday devices.

Selected work offline

- Previously downloaded authorised attendance
- Previously downloaded assigned tasks
- Saved approved timetables
- Previously downloaded announcements

Use an online connection

- Sign-in and account changes
- Private staff profiles and review
- Financial posting and new reports
- Protected family updates
- Learning checks and policy reading

Offline viewing needs an authorised device copy and expires after 24 hours. Unsynced work is retained for reviewed reconnection until saved online. Clearing device storage can remove that working copy.

Convenient access, honest connection limits and visible save states for everyday confidence.

Confidence grows from the details.

Individual accounts, appropriate access and traceable records help your school use everyday information with care. Important boundaries remain in place as you add tools and responsibilities.

Your school's records

School boundaries apply to requests, dashboards, downloads and reports. School administrators cannot browse another school.

Private staff information

Staff see their own onboarding profile. Only school administrators and explicitly authorised onboarding managers review other staff details.

The right family connection

Parents see verified linked children and released reports. Protected contact and allergy changes follow school review.

Responsibility stays visible

Delegate selected capabilities. Important actions, review decisions, financial reversals and attendance corrections preserve their context.

Useful records, deliberately shared

Authorised exports and reports support school work. Backups and restoration support continuity; staff profiles stay out of offline copies.

Access can end without losing history

Deactivate accounts while preserving appropriate records. After a school leaves, the 24-month retention point requires owner review before deletion.

A dependable school record is one people can use, understand and explain.

A manageable next step for your school.

A useful system should fit the way your school works and make adoption understandable. Begin with your priorities, keep your identity and give people a practical reason to use it.

Must we replace everything at once?

No. Begin with selected routines. Import pupil information through validated templates, review it and introduce further tools as your team is ready.

How do staff learn to use it?

Guided setup, starter tasks and focused workspaces help first steps. Private onboarding collects the school's chosen details. Two ALCOLN courses support staff and administrators, alongside the wider learning library.

Will we have to change our curriculum?

Your curriculum and teaching methods remain yours. Configure subjects, classes and calendars, including class teachers, cross-class specialists, co-teachers and assistants.

What can parents see?

Verified family accounts show authorised children, homework, released pupil reports, consent, appointments and statements. Protected contact and allergy updates follow school review.

What happens when the connection drops?

After an authorised online download, attendance and tasks support pending offline work. Timetables and downloaded notices remain readable. Financial posting, accounts and learning completion need connectivity.

What will our subscription include?

Choose Essentials, Connect, Complete, Supported or a tailored combination. Agree features, pricing, staff and learning allowances, onboarding and support with ALCOLN before subscribing.

Choose a priority. Request your school walkthrough. →

Tell us your priorities. Ask to see the relevant tools. Discuss a manageable starting point.

Choose the tools. Agree the fit.

Four starting points make the conversation easier. Your school's agreement confirms the enabled features, staff allowance, onboarding, support and price. All prices are agreed individually.

ESSENTIALS

Build dependable daily routines.

Teaching, attendance, homework, timetables, tasks, pupil reports, staff learning, reviewed policies and term continuity.

CONNECT

Bring families into the picture.

Essentials plus verified parent accounts, school information, protected updates, consent, appointments and released pupil reports.

COMPLETE

Connect the whole school.

Connect plus fees, trip and club charges, recorded payments, statements, fees-officer access and school-shop records.

SUPPORTED

Build confidence together.

Complete with separately agreed assisted setup, staff introduction, adoption reviews and a defined support route.

Only fees and e-learning? Ask for that.

Select specific tools across packages, with the supporting records they need. When staff e-learning is included, the standard 260-course library is available for assignment to included staff accounts; policy tools include 40 written starters.

Tell us your school type, pupil and staff numbers, and the first routines you want to improve. Confirm the scope before subscribing. Payments are recorded by the school; external payment and messaging services are separate.

Arrange a demonstration around your priorities →

admin@alcoln.com / www.alcoln.com/packages/

YOUR SCHOOL'S NEXT CHAPTER

Give your school room to thrive.



A confident team. Involved families. Everyday work that moves forward.

Bring useful tools, staff development and school relationships together. Start with the priorities that matter now, with a practical foundation for the school you are building.

Choose a priority. Request your school walkthrough. →

Tell us about your school. Explore the relevant tools.
Agree the tools, onboarding and support you need.

admin@alcoln.com

www.alcoln.com

www.alcoln.com/tour/



Scan to explore
the public tour

ALCOLN

Academy for Learning, Care, Organisation, Leadership and Nurture.