Alcoln

FOR SCHOOL OWNERS, HEADTEACHERS & LEADERS

Run your school with confidence.

Develop your staff. Keep families connected.

See what needs attention, organise school payments, develop your staff and keep families informed - from one connected workspace.



A clearer school. A calmer day.

See what needs attention.

Give staff a better start.

Keep families informed.

Start with the tools your school needs. Add more by agreement.

Explore real demo views inside. Arrange a walkthrough shaped around your school.

START WITH WHAT MATTERS

The school you lead.
The day you want to improve.

ALCOLN brings school operations, people and learning together. Choose the routines that need attention first, while keeping your curriculum and school identity.

For the owner or headteacher

Know where registers, responsibilities and reviews need attention. See school progress without chasing every colleague for an update.

For the people doing the work

Teachers reach their classes and plans. The office follows up requests. Families respond through their own account, with private information shown only to authorised people.

LEAD THE DAY — 04

Overview, roles, teaching, attendance and planning

CONNECT FAMILIES — 13

Messages, appointments, consent and reports

KNOW THE ACCOUNTS — 18

Fees, allocations, reservations and documents

DEVELOP YOUR TEAM — 22

Onboarding, courses, policies and guidance

START WITH CONFIDENCE — 28

Devices, continuity, packages and your next step

ONE CONNECTED SCHOOL

Three moments. One connected school.

Start with a real situation, follow the action and show the result.

A colleague joins

Capture essential contacts, review onboarding and assign relevant learning and policies. Their responsibilities and development share one workspace.

A parent pays for a trip

Allocate received money to its purpose. Tuition still owed remains clear, with an existing receipt and term statement to explain the balance.

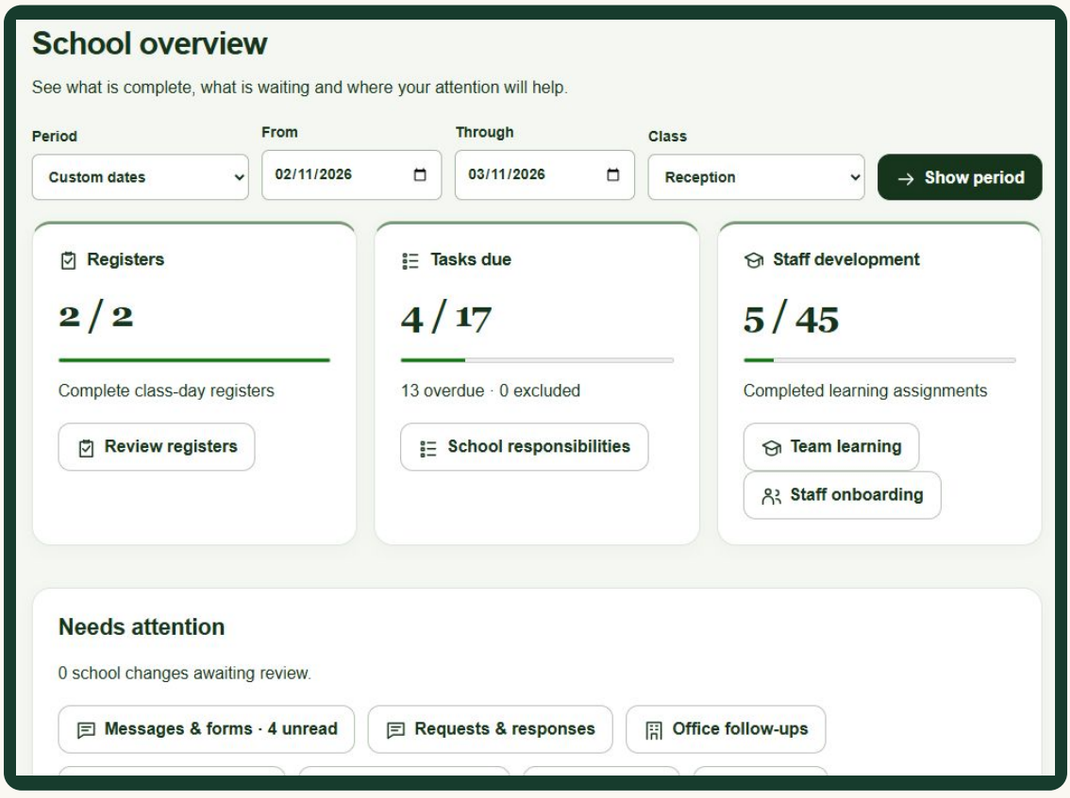
The term draws to a close

Teachers submit results, an administrator reviews them and verified parents receive the school's released report. Draft work stays with the school.

LEADERSHIP

Know where your attention will help.

Start with the school, then open the class or person behind the summary.



Actual Alcoln School Demo • fictional records · 7 November 2026

01 / An overview with a next step

See register completion, tasks due and staff development. Period and class filters focus the picture; needs-attention items lead to the record that needs review.

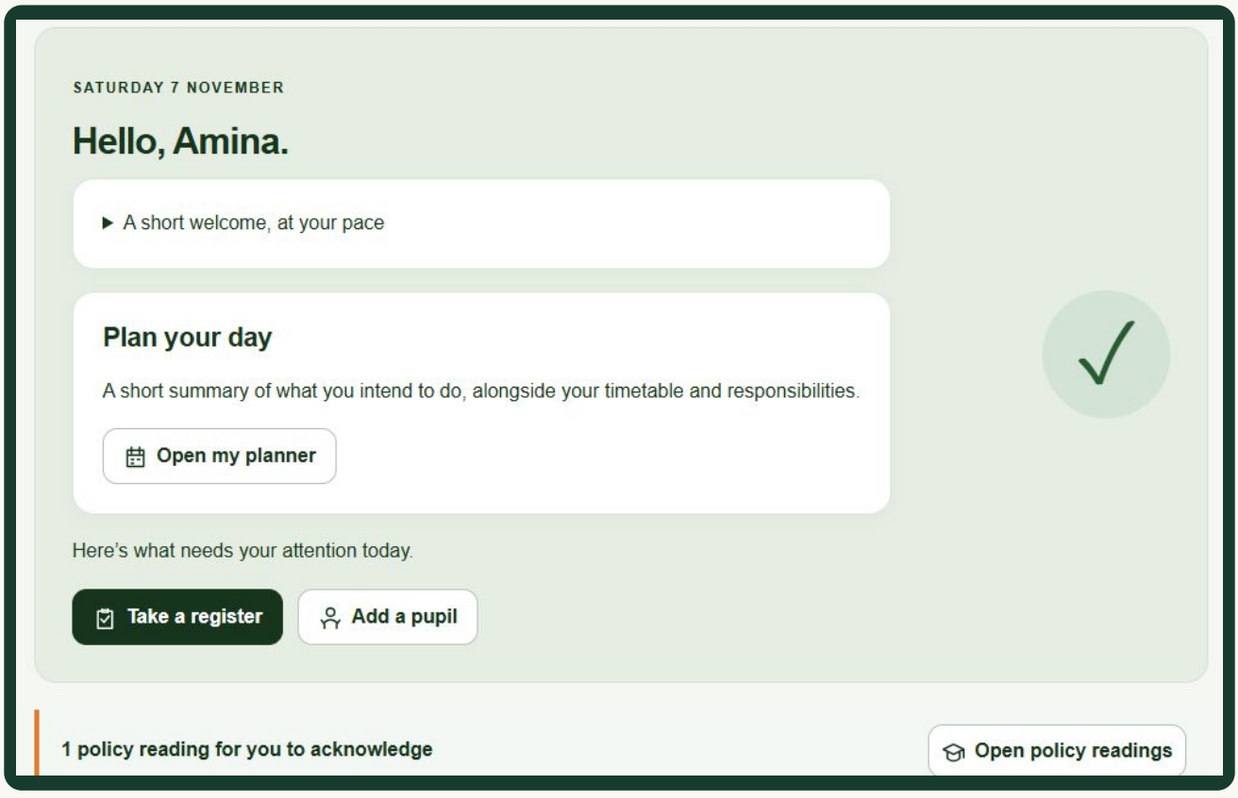
02 / Keep people accountable, fairly

Follow completion and overdue responsibilities without ranking teachers. Favourite tools and visible counters put frequent actions close at hand.

PEOPLE & ACCESS

The right tools for each person.

Your school can share responsibility without handing every colleague unrestricted access.



Actual Alcoln School Demo • fictional records · 7 November 2026

01 / Give responsibility with boundaries

School administrators manage their own school. Access groups can support accounts and finance, staff development or class management. Refine assignments so assistants and non-teaching colleagues see what they need.

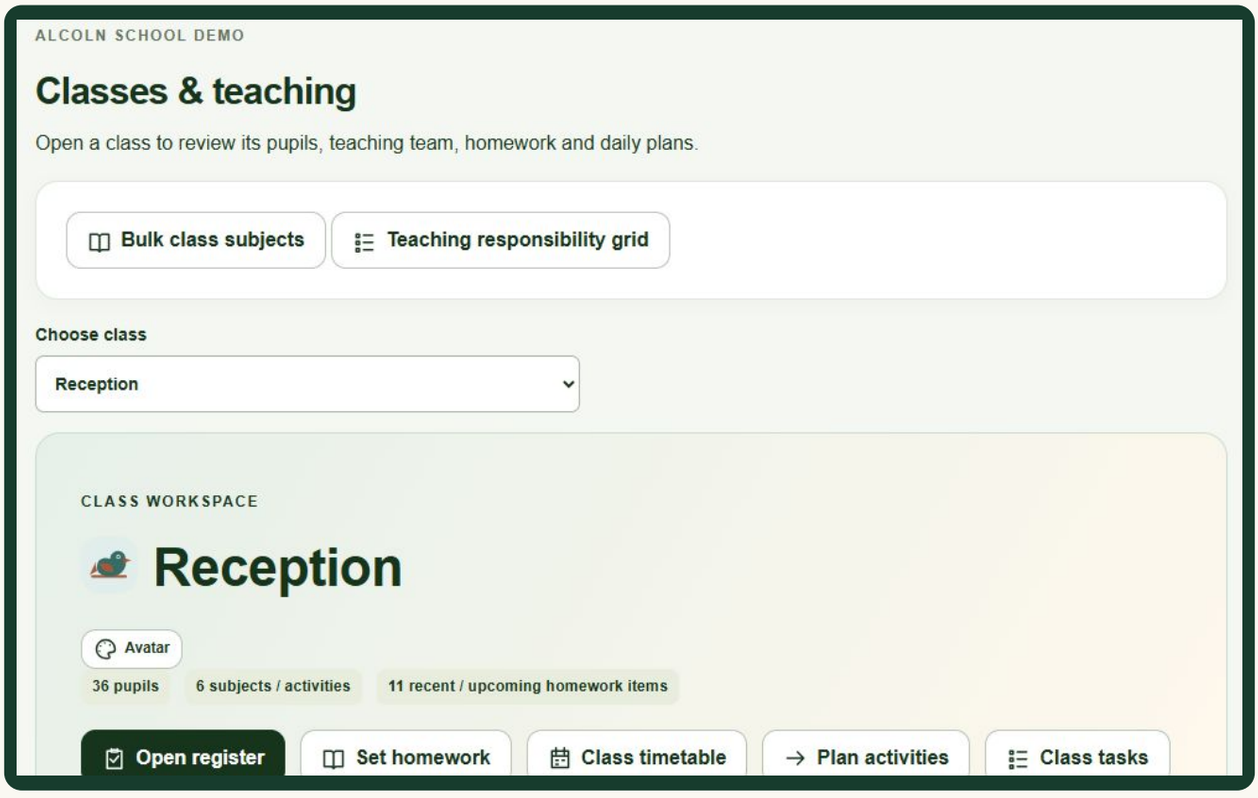
02 / Keep the school in control

Parent links are verified. Sensitive actions are checked and significant changes recorded. Deactivation removes access while preserving appropriate history; site-level controls remain separate from school permissions.

CLASSES & TEACHING

Teach the way your school works.

One class teacher for Reception, a specialist across year groups, or assistants sharing the day.



Actual Alcoln School Demo • fictional records · 7 November 2026

01 / Build around your teaching team

Add subjects and learning activities, connect them to classes and teachers, and include assistants. Keep pupil records, responsibilities and homework together around the class.

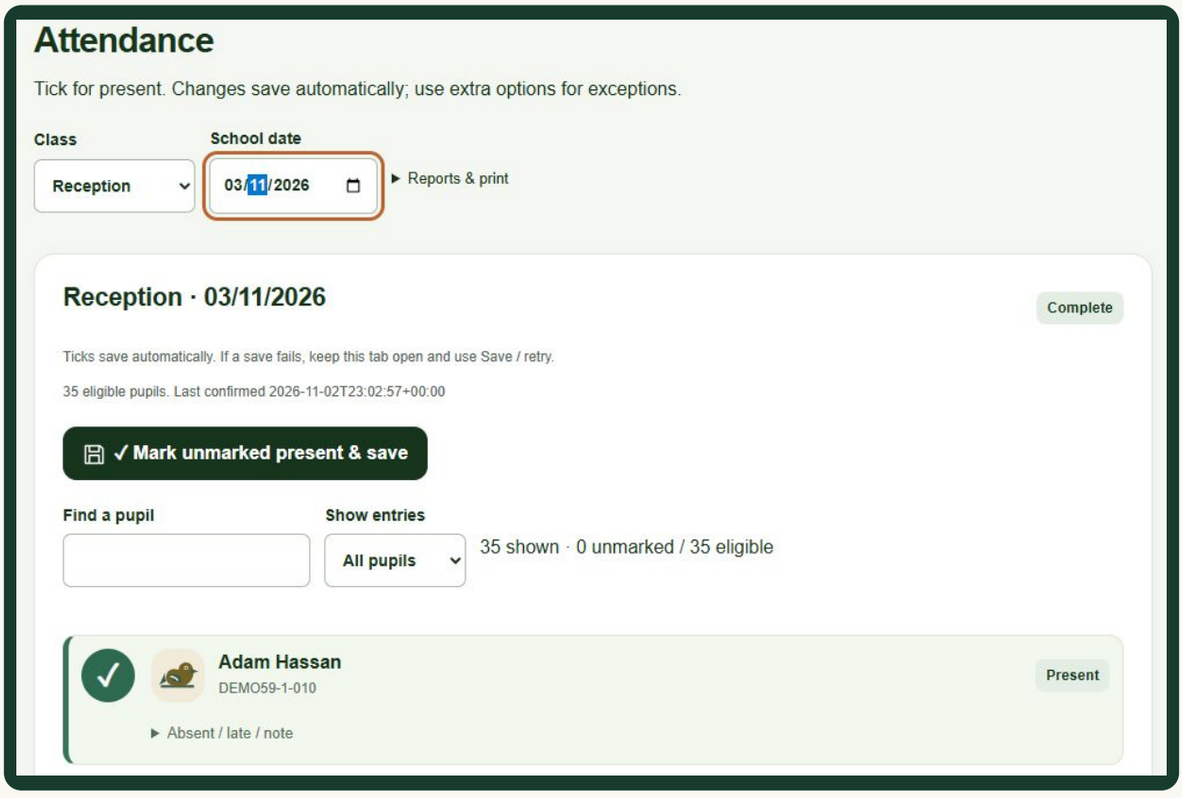
02 / Prepare homework ahead

Add several activities, leave due dates optional and schedule publication. Parents acknowledge the instructions; staff record the pupil's completion and any follow-up.

ATTENDANCE

One tick. A better start to the day.

A familiar morning routine for teachers, with a dependable record for the school.



Actual Alcoln School Demo • fictional records · 7 November 2026

01 / Mark the pupils who are present

One tick records Present. Absent appears red, Late yellow and unmarked entries stay distinct. Use mark-all only after checking exceptions; saved statuses determine whether the register is complete.

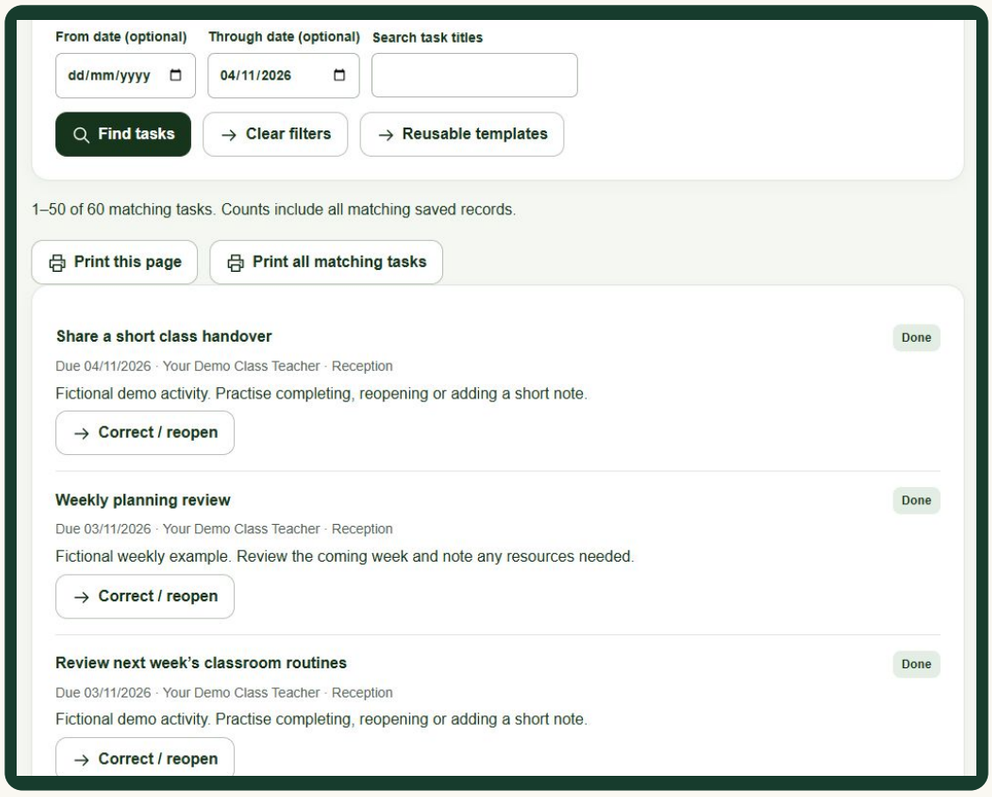
02 / Follow up with context

Review repeated absence, notes and authorised corrections. Attendance summaries account for school days and enrolment dates. Offline marks remain pending until the server confirms they are saved.

TASKS & CHECKLISTS

Set the routine once. Follow it through.

Turn recurring school responsibilities into dated actions with named owners.



Actual Alcoln School Demo • fictional records · 7 November 2026

01 / Choose, assign and repeat

Tick useful starter tasks, add your own and assign to one colleague or several. Preview daily, weekly or custom repeat dates and account for holidays before applying them.

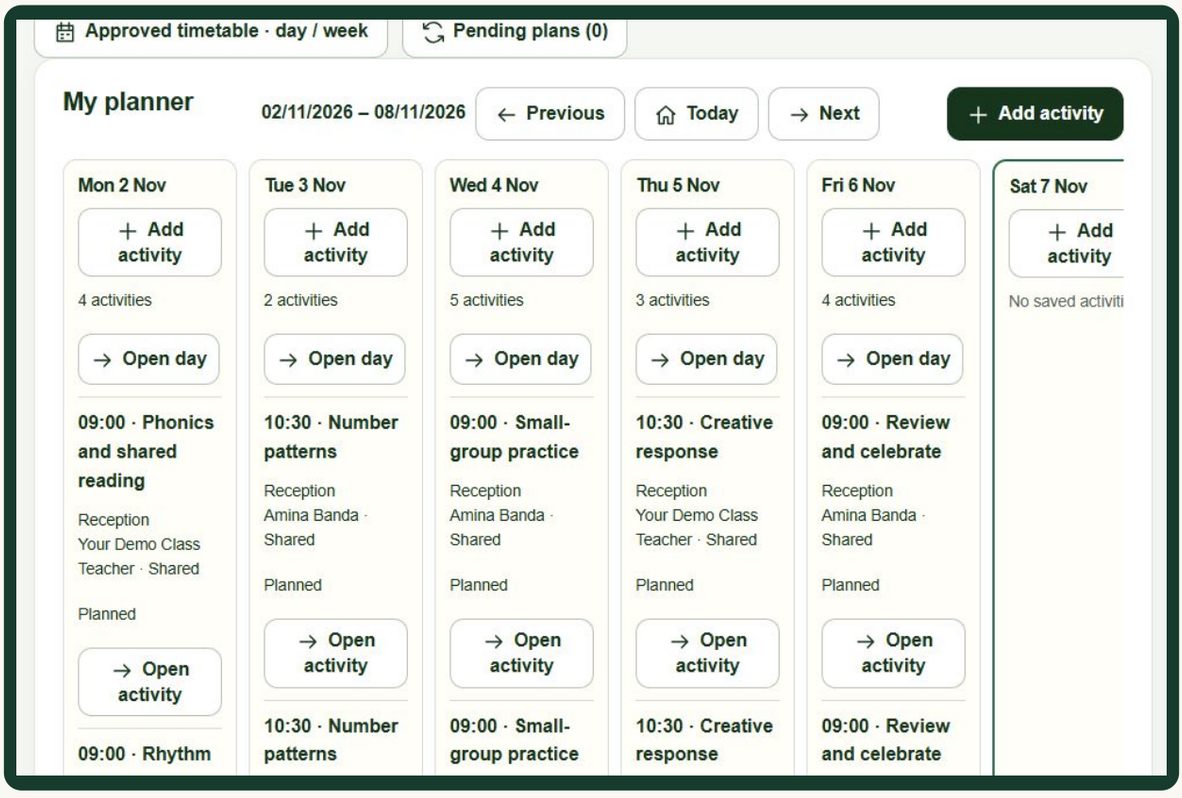
02 / Manage the exceptions

See what is done, outstanding, overdue or not applicable. Use bulk actions with a reviewed selection. Completion records who did the task and when; a planning tick is a declaration, not a quality judgement.

PLANNER & TIMETABLES

A week people can work with.

Bring everyday teaching plans and approved lessons into view.



Actual Alcoln School Demo • fictional records · 7 November 2026

01 / Plan the week at a glance

Teachers use a calendar with week, month or term views for short daily plans. Keep phonics, mathematics, materials and reminders readable without lengthy lesson-plan submissions. Add a start time to put activities in the order of the day.

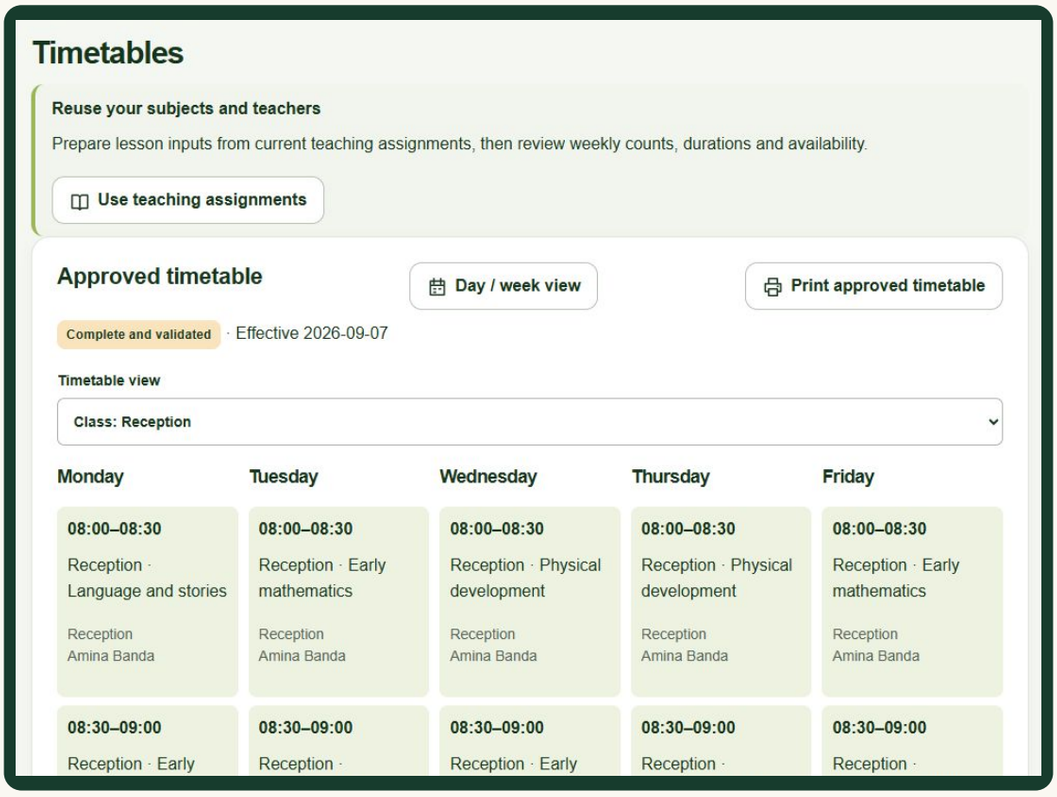
02 / Coordinate the approved timetable

Review day or week views for classes and staff. Parents can see their child's approved class timetable. Draft edits remain separate from the approved version.

TIMETABLE GENERATION

Coordinate lessons without hidden clashes.

Keep class time, staff availability and shared resources in the same scheduling picture.



Actual Alcoln School Demo • fictional records · 7 November 2026

01 / Use your school's constraints

Bring working days, breaks, teaching time, staff availability and shared rooms together. Support preschool routines as well as subject teaching, with fixed or longer sessions where needed.

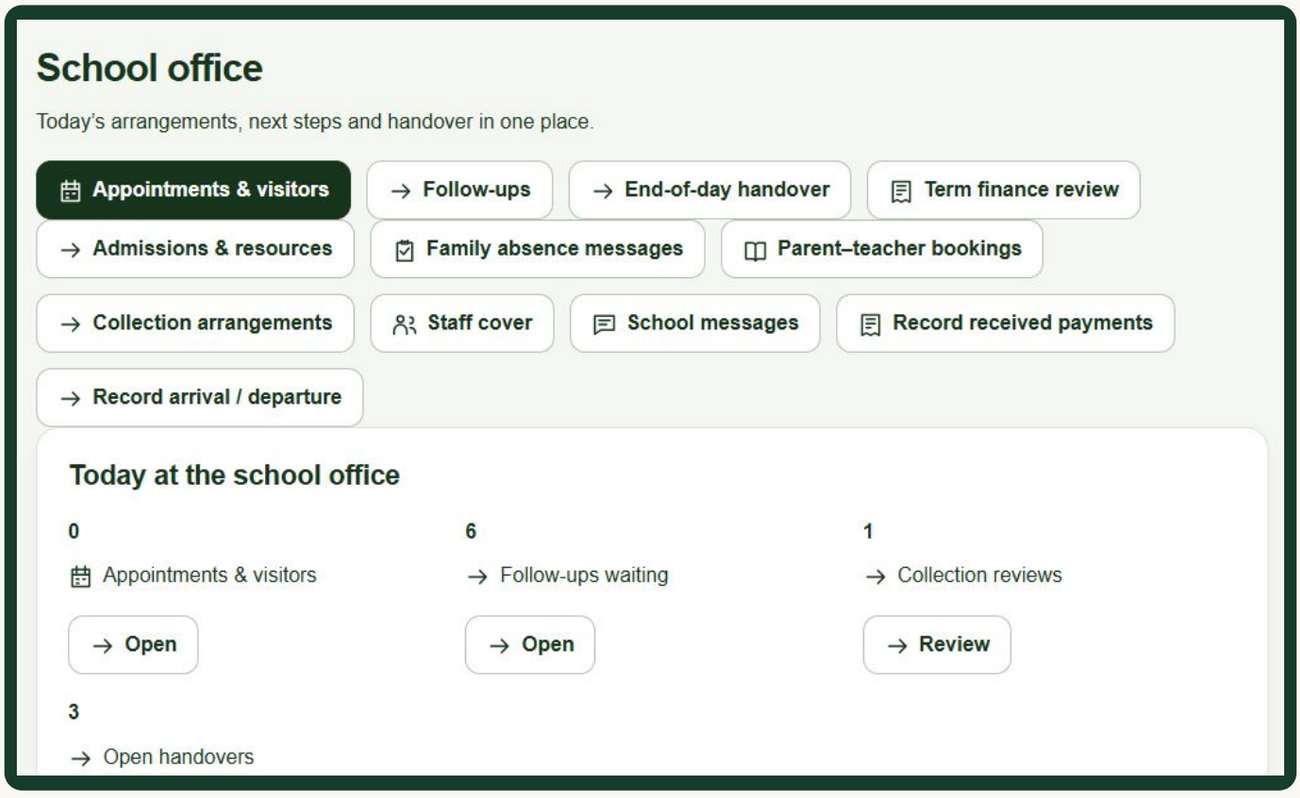
02 / Approve a checked result

Review unplaced sessions and shortages. Hard rules and session counts are validated before a complete result is approved. If a complete timetable cannot be found, the school sees what remains to be placed. Manual changes are checked too.

SCHOOL OFFICE

Keep the next action from getting lost.

Give the receptionist, administrator and school team a shared place for operational follow-up.



Actual Alcoln School Demo • fictional records · 7 November 2026

01 / Keep the day moving

Follow enquiries, visits, admissions steps, borrowed resources and requests. Assign the next action to a named colleague with a useful date, rather than leaving it in a notebook.

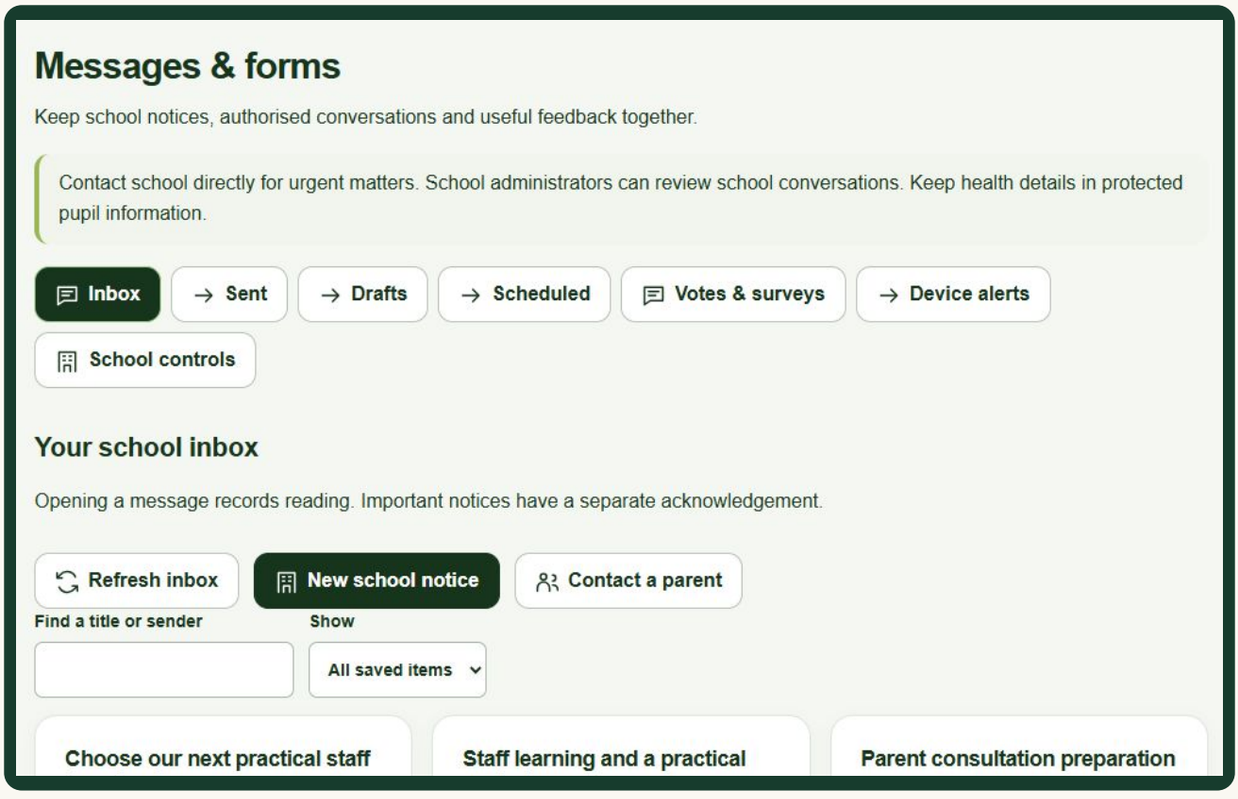
02 / Make cover a handover

Record staff absence and review cover against responsibilities and timetable clashes. Share the relevant classes, lessons and instructions so the next colleague can pick up the day.

MESSAGES & FORMS

Send a message. Know what still needs a response.

Bring school notices and responses into the same role-aware workspace.



Actual Alcoln School Demo • fictional records · 7 November 2026

01 / Reach the right audience

Send to the school or selected classes and teams. Important notices can ask for acknowledgement; counters lead people to unread items and outstanding responses.

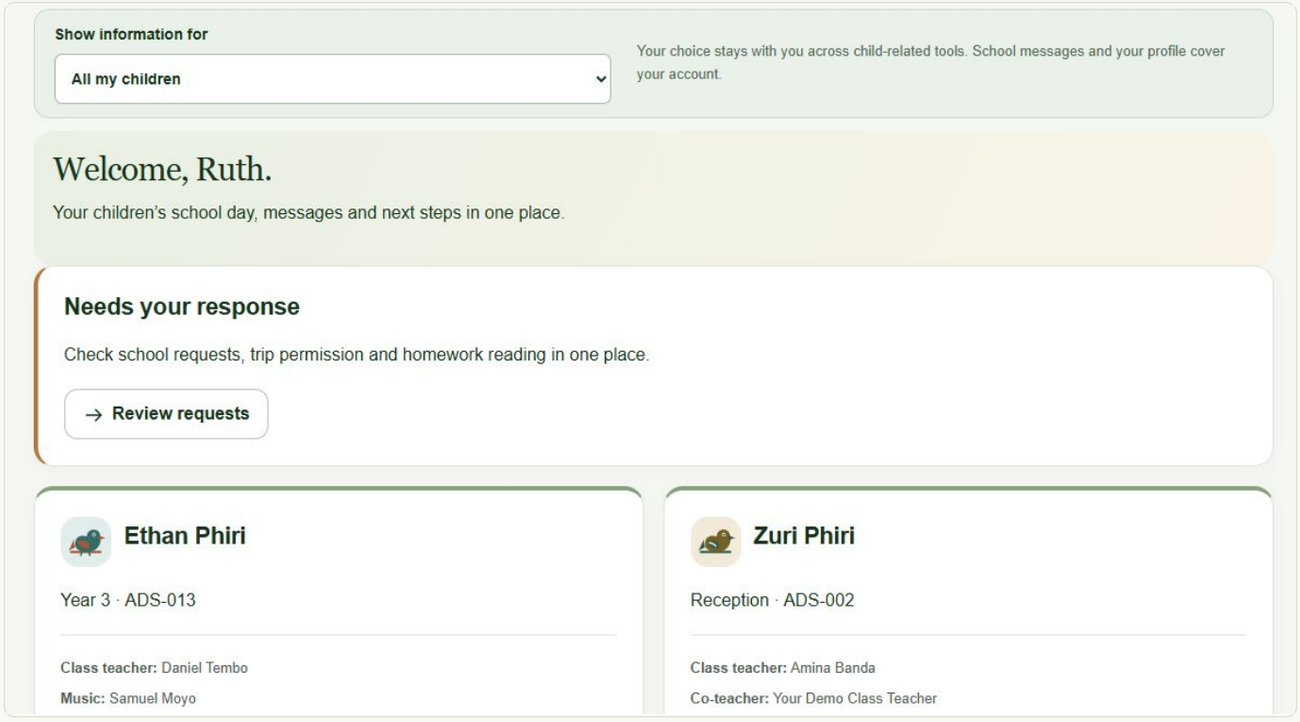
02 / Let the school choose the conversation

School administrators choose who can message whom. Activity updates can be filtered so reviewed items do not crowd the next action. Votes and surveys collect structured responses. Device notifications are optional where supported; a sent notification is not proof of reading.

PARENT EXPERIENCE

One familiar place for their children.

Give families a useful account, with language and tools written for parents.



Actual Alcoln School Demo • fictional records · 7 November 2026

01 / The next step is visible

My children connects homework, messages and forms, released school reports and statements. One parent can see several linked children; guardians can have separate accounts.

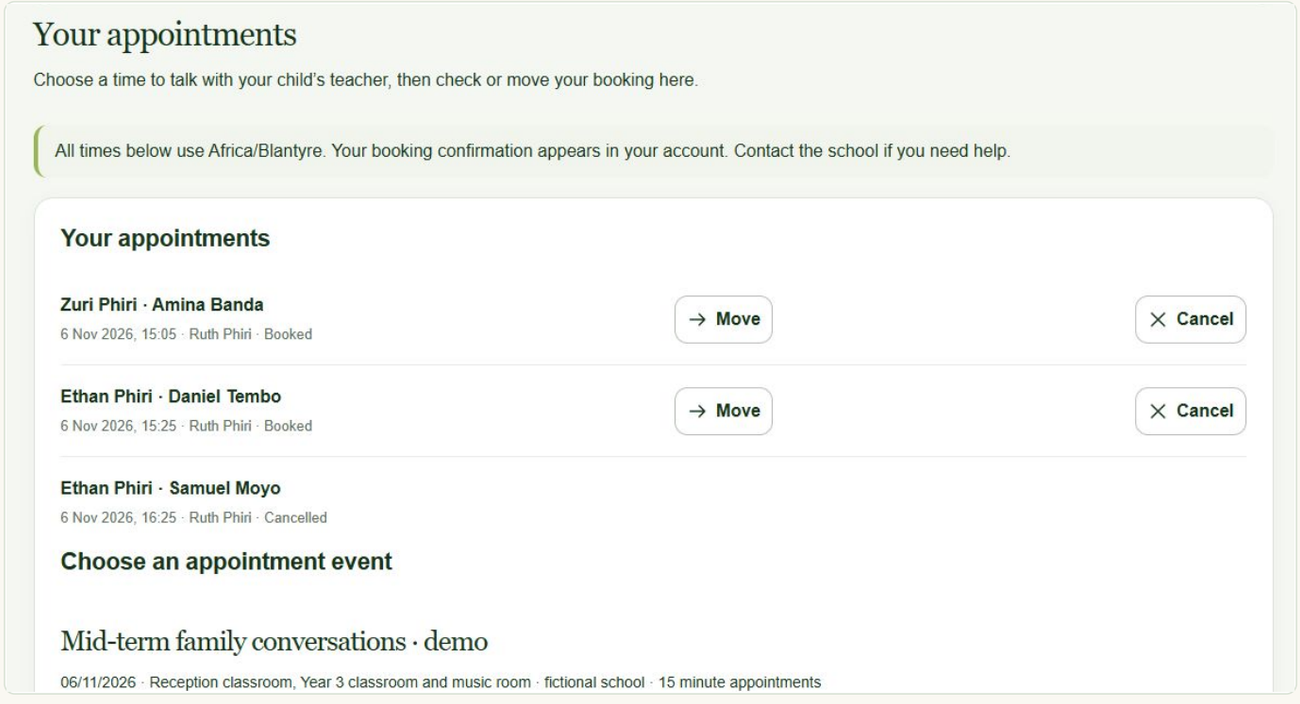
02 / Keep changes under school review

Parents can update permitted contact and allergy information, report an absence and review collection arrangements. Protected changes and family links follow school permissions and review.

CONSENT & APPOINTMENTS

Make family responses easier to organise.

Move everyday school-home arrangements out of scattered paper slips.



Actual Alcoln School Demo • fictional records · 7 November 2026

01 / Prepare for the trip

Send school information and collect permission for a named trip. Keep each child's response and consent authority clear, with reports for authorised staff.

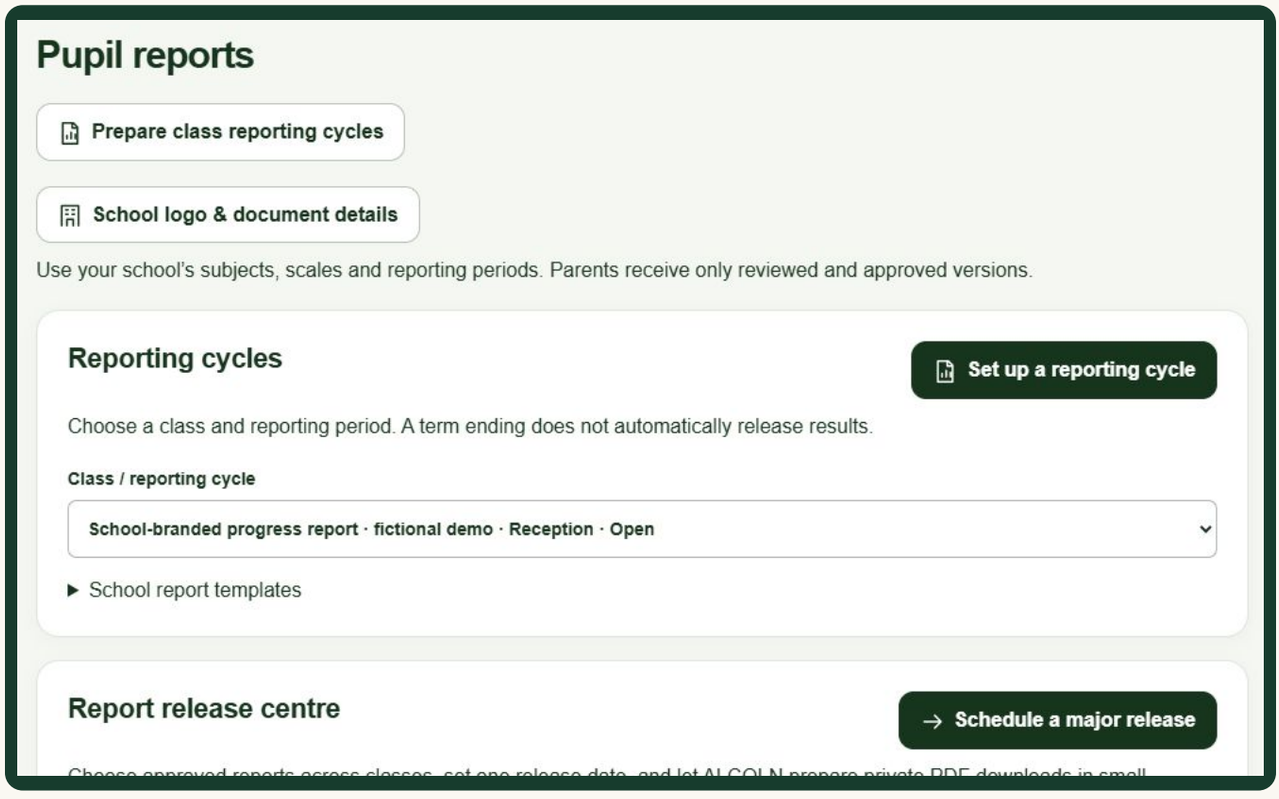
02 / Meet with a purpose

Offer parent-teacher consultation slots for verified families to book. See the child, teacher and time together, and use relevant learning and released reports to prepare for the conversation.

ASSESSMENTS

Reflect the age and stage of each pupil.

Keep your curriculum and assessment language while bringing term reporting into a reviewed workflow.



Actual Alcoln School Demo • fictional records · 7 November 2026

01 / Support different ways to assess

Use percentages or letter grades for subjects, or age-appropriate milestones such as can do and needs assistance. Teachers enter results for authorised classes and subjects.

02 / Let leaders shape the report

Start with selectable report sections and prefilled options, then choose comments, attendance or milestones. Administrators review and approve the report before parents can see it.

PARENT REPORTS

A school report worth returning to.

Give families a consistent approved record that can support the next conversation.



Alcoln School Demo

Fictional campus · Example Road
Demo Town
000 000 000 · office@alcoln-school.example
https://alcoln-school.example

School-branded progress report · fictional demo

Private pupil report · Zuri Phiri

Area	Result / progress
Pupil	Zuri Phiri · ADS-002
Class / term	Reception · Term 1 · 2026 / 2027
Reporting period	2026-09-07 to 2026-10-30
Communication and language	Can do with support Teacher: Amina Banda A fictional classroom observation showing progress with familiar activities.
Early literacy	Can do independently Teacher: Amina Banda A fictional classroom observation showing progress with familiar activities.
Early mathematics	Can do with support Teacher: Amina Banda A fictional classroom observation showing progress with familiar activities.
Physical development	Can do independently Teacher: Amina Banda A fictional classroom observation showing progress with familiar activities.
Independence and routines	Can do with support Teacher: Amina Banda A fictional classroom observation showing progress with familiar activities.
Creativity	Can do independently Teacher: Amina Banda A fictional classroom observation showing progress with familiar activities.
Working with others	Can do with support Teacher: Amina Banda A fictional classroom observation showing progress with familiar activities.
Follows a familiar classroom routine	Can do independently Teacher: Amina Banda A fictional classroom observation showing progress with familiar activities.
Explains an idea in their own way	Can do with support Teacher: Amina Banda A fictional classroom observation showing progress with familiar activities.
Music	Can do independently Teacher: Samuel Moyo A fictional classroom observation showing progress with familiar activities.
Scale	Can do independently · Can do with support · Beginning to develop · Not yet demonstrated · Not observed
Strengths	Joins familiar activities and shares ideas with increasing confidence.
Next steps	Practise explaining a choice and listening to a partner's idea.
Class-teacher summary	This newly issued fictional example shows a school-reviewed progress report with the school logo and contact details. It does not change any earlier issued report.
Attendance	90.3% of marked eligible days · Eligible 39 · Marked 31 · Missing 8 · Present including late 28 · Late 0 · Absent 3. Holidays, non-school days and dates outside enrolment excluded.

2026-10-31T17:28:59+00:00 · School-approved report 1 / 2

An actual completed example

Release deliberately

Prepare approved reports ahead of a scheduled date. Families can return to the same issued report without asking the office for another copy.

Keep the issued version intact

Parents receive an in-app notice when their report is ready. Save as PDF on the device first or use a prepared download where offered. Later school-profile edits do not rewrite already issued documents.

Existing fictional school document · issued content unchanged

SCHOOL LIFE

Build belonging. Prepare together.

Support the routines that connect the wider school, without taking over its educational identity.

House teams with a considered balance

Choose the number of houses and review family preferences. A shared surname prompts a question; it does not prove a relationship. Review allocations, suggested captains and staff leads, then keep a traceable points ledger.

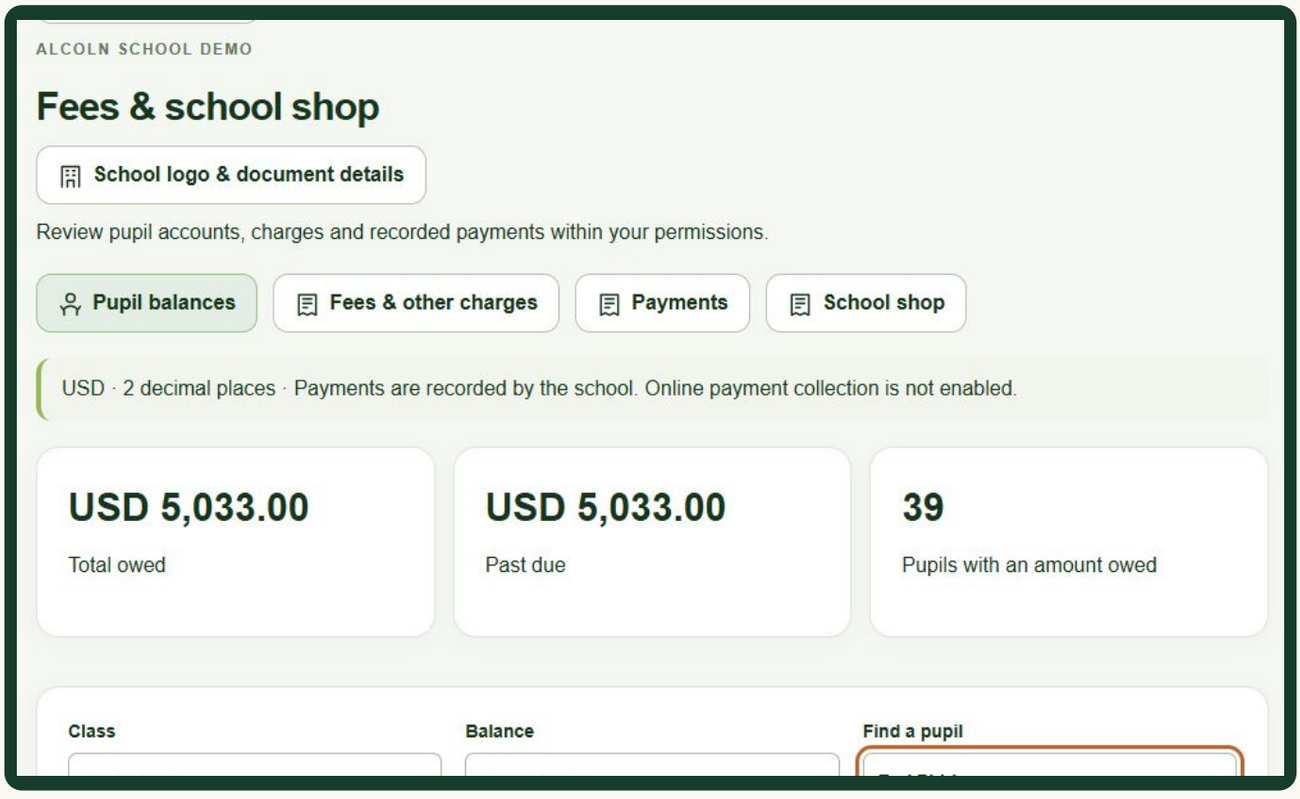
Prepare for exams as a team

Use internal-exam checklists for setting, reviewing and preparing papers. National or external exam checklists support local planning; the school confirms the relevant awarding-body deadlines and requirements.

FEES & RECORDED PAYMENTS

Know what has been paid - and what for.

Keep charges, instalments and payment purposes distinct, while maintaining the pupil's overall balance.



Actual Alcoln School Demo • fictional records · 7 November 2026

01 / Charge the right group once

Set fees for a class and add specific charges for trips, clubs or other agreed items. Search by pupil or class when recording money received. Separate finance permissions keep accounts work with authorised staff.

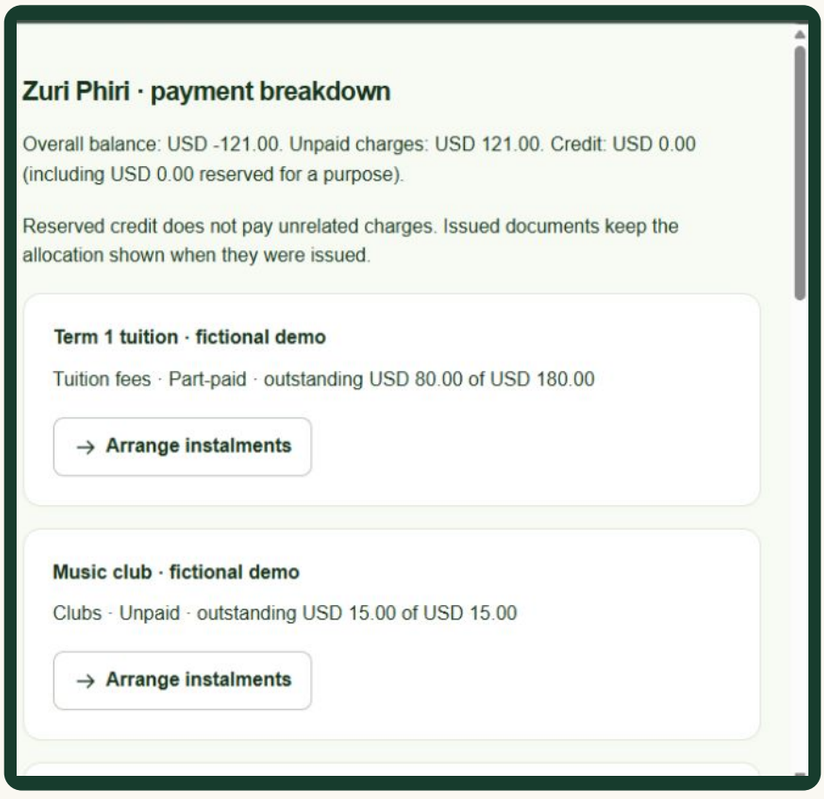
02 / Keep a term-by-term picture

Current-term statements show charges and payments with a brought-forward balance where applicable. Review earlier terms without starting a new pupil account or losing the history.

PAYMENT ALLOCATION

Bus paid. Tuition still owed. Both clear.

A single total is useful. Knowing what that money covers is better.



Actual Alcoln School Demo • fictional records · 7 November 2026

01 / Follow the family's payment purpose

Use the automatic oldest-charge allocation, choose one charge, split a payment between charges or hold advance credit for a purpose. Review amounts before recording the money received.

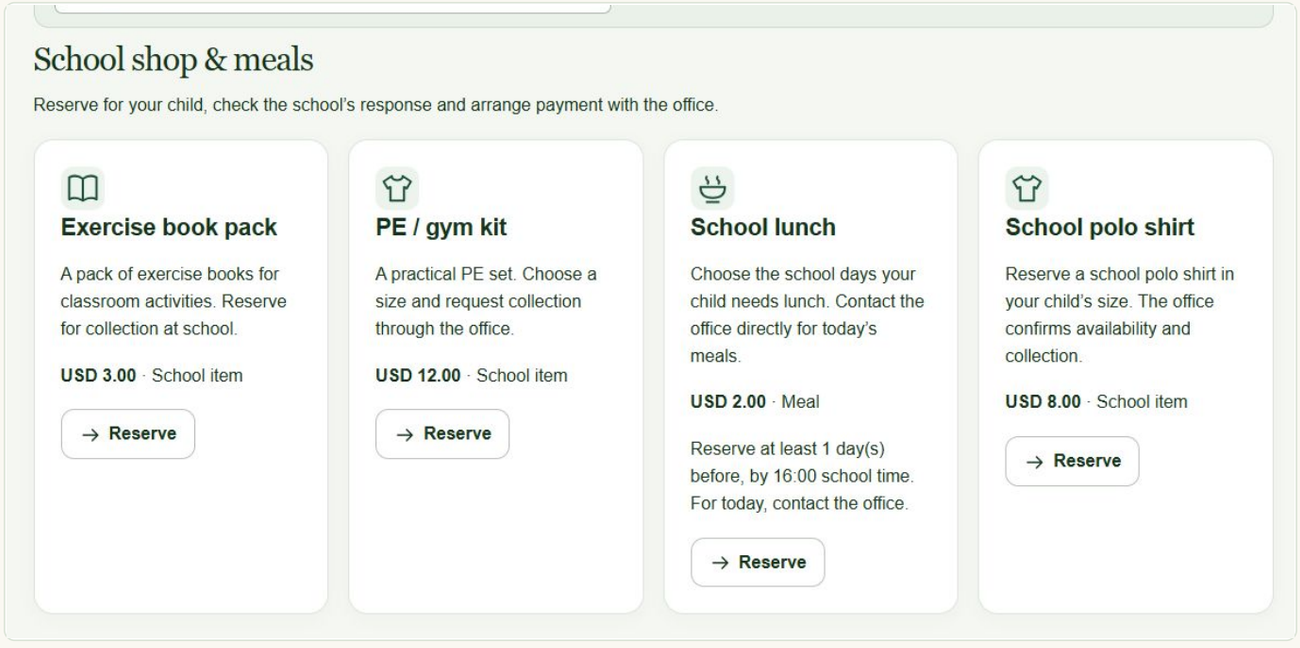
02 / Make instalments understandable

Each part-payment reduces the appropriate outstanding amount. Keep receipts, references, correction history and remaining credit traceable. These tools record payments; they do not collect money online.

SCHOOL SHOP

Let families reserve. Let the school confirm.

Offer school items and date-based services without confusing a reservation with a payment.



Actual Alcoln School Demo • fictional records · 7 November 2026

01 / Start with familiar school items

Choose editable presets such as sports clothing or add custom products, sizes and details. Parents can reserve permitted items for linked children; school staff review availability and the request.

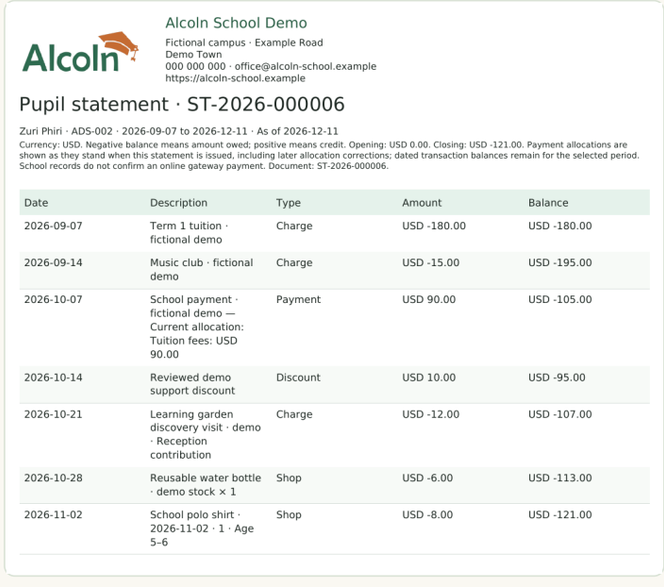
02 / Meals need the right date

Offer multiple meal dates and apply school rules. Same-day requests direct families to contact the school. A reservation does not mean paid, confirmed or handed over; the school records the next steps.

DOCUMENTS & REPORTS

Your school’s information. Presented as your school.

Prepare a useful report for a pupil, class or the whole school, with the right details for the job.



Alcoln School Demo

Fictional campus · Example Road
Demo Town
000 000 000 · office@alcoln-school.example
https://alcoln-school.example

Pupil statement · ST-2026-000006

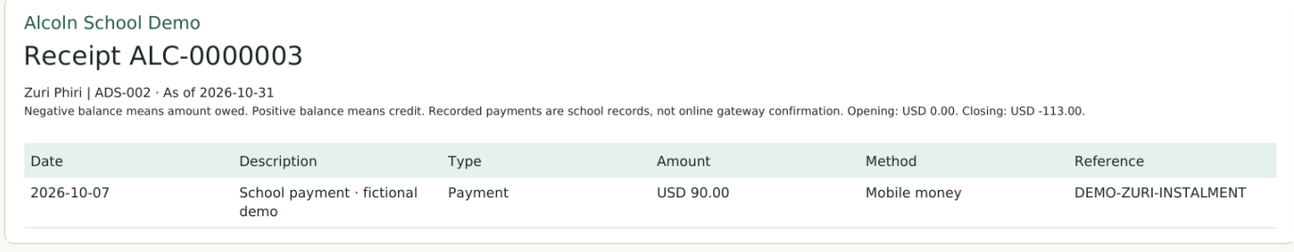
Zuri Phiri · ADS-002 · 2026-09-07 to 2026-12-11 · As of 2026-12-11

Currency: USD. Negative balance means amount owed; positive means credit. Opening: USD 0.00. Closing: USD -121.00. Payment allocations are shown as they stand when this statement is issued, including later allocation corrections; dated transaction balances remain for the selected period. School records do not confirm an online gateway payment. Document: ST-2026-000006.

Date	Description	Type	Amount	Balance
2026-09-07	Term 1 tuition · fictional demo	Charge	USD -180.00	USD -180.00
2026-09-14	Music club · fictional demo	Charge	USD -15.00	USD -195.00
2026-10-07	School payment · fictional demo — Current allocation: Tuition fees: USD 90.00	Payment	USD 90.00	USD -105.00
2026-10-14	Reviewed demo support discount	Discount	USD 10.00	USD -95.00
2026-10-21	Learning garden discovery visit · demo · Reception contribution	Charge	USD -12.00	USD -107.00
2026-10-28	Reusable water bottle · demo stock × 1	Shop	USD -6.00	USD -113.00
2026-11-02	School polo shirt · 2026-11-02 · 1 · Age 5-6	Shop	USD -8.00	USD -121.00

01 / A term statement

School identity, dated charges, a received payment and the resulting balance. The full fictional PDF is included in the representative’s offline examples.



Alcoln School Demo

Receipt ALC-0000003

Zuri Phiri | ADS-002 · As of 2026-10-31

Negative balance means amount owed. Positive balance means credit. Recorded payments are school records, not online gateway confirmation. Opening: USD 0.00. Closing: USD -113.00.

Date	Description	Type	Amount	Method	Reference
2026-10-07	School payment · fictional demo	Payment	USD 90.00	Mobile money	DEMO-ZURI-INSTALMENT

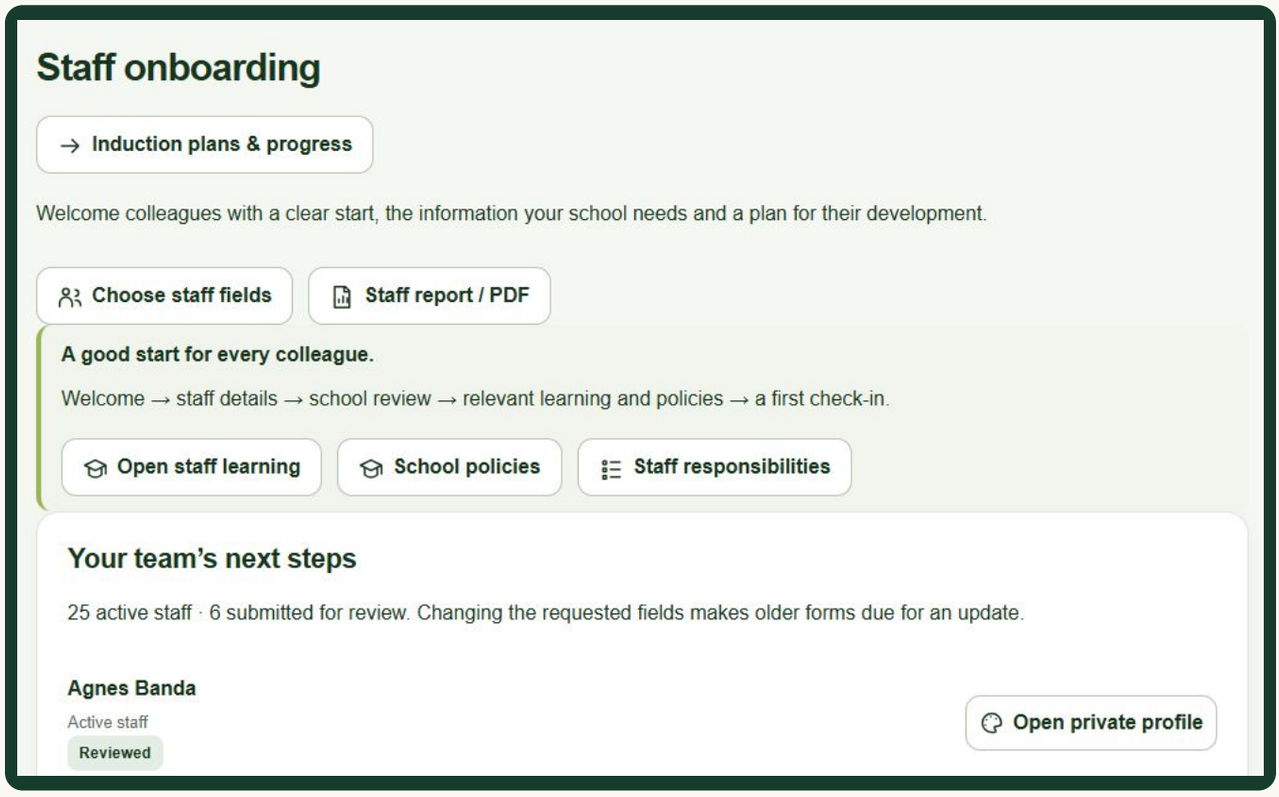
02 / An existing receipt, retained as issued. Detail excerpts from fictional records.

Select the report and fields your school needs. New documents can carry your logo and contacts; earlier issued versions remain unchanged.

STAFF ONBOARDING

Give every colleague a better beginning.

A school's standards become easier to share when the welcome is organised.



Actual Alcoln School Demo • fictional records · 7 November 2026

01 / Capture essentials, then tailor the rest

The first next-of-kin name, relationship and phone are required before submission. A second contact is optional and must be complete when provided. Your school chooses other required fields.

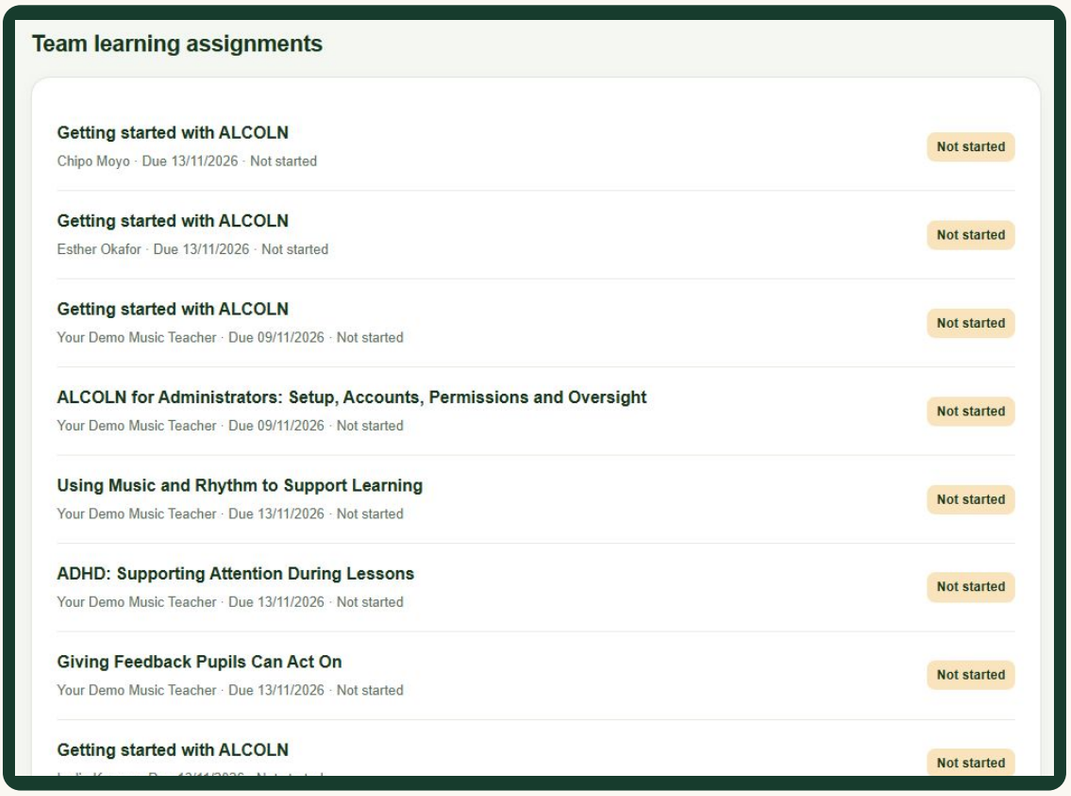
02 / Welcome the whole colleague

Record relevant work history, qualifications, skills and development goals. Staff can save a draft and submit for review. Only the colleague and authorised onboarding staff can view the private profile.

STAFF DEVELOPMENT

Make development part of the school week.

Connect the owner’s priorities with learning that staff can put into practice.



Actual Alcoln School Demo • fictional records · 7 November 2026

01 / Assign to a team without repeated setup

Select several colleagues and courses together, review existing assignments and set due dates. Team learning shows progress while each member of staff sees their own assigned work.

02 / Follow learning into practice

Use short lessons, knowledge checks and an action to try. Revisit progress in a supportive conversation. Self-study completion records learning activity; it does not award accreditation.

COURSES & POLICY STARTERS

Build shared practice across your team.

260 short courses and 40 editable policy starters, with topics for teaching and non-teaching colleagues.

For a confident classroom

Planning Purposeful Early Years Activities; Dyslexia: Making Reading Tasks More Accessible; ADHD: Supporting Attention During Lessons; Teaching Classroom Routines Explicitly.

For stronger conversations and leadership

Preparing for a Parent-Teacher Consultation; Giving Feedback Pupils Can Act On; Giving Constructive Feedback to Staff. Two dedicated ALCOLN courses support staff and administrators.

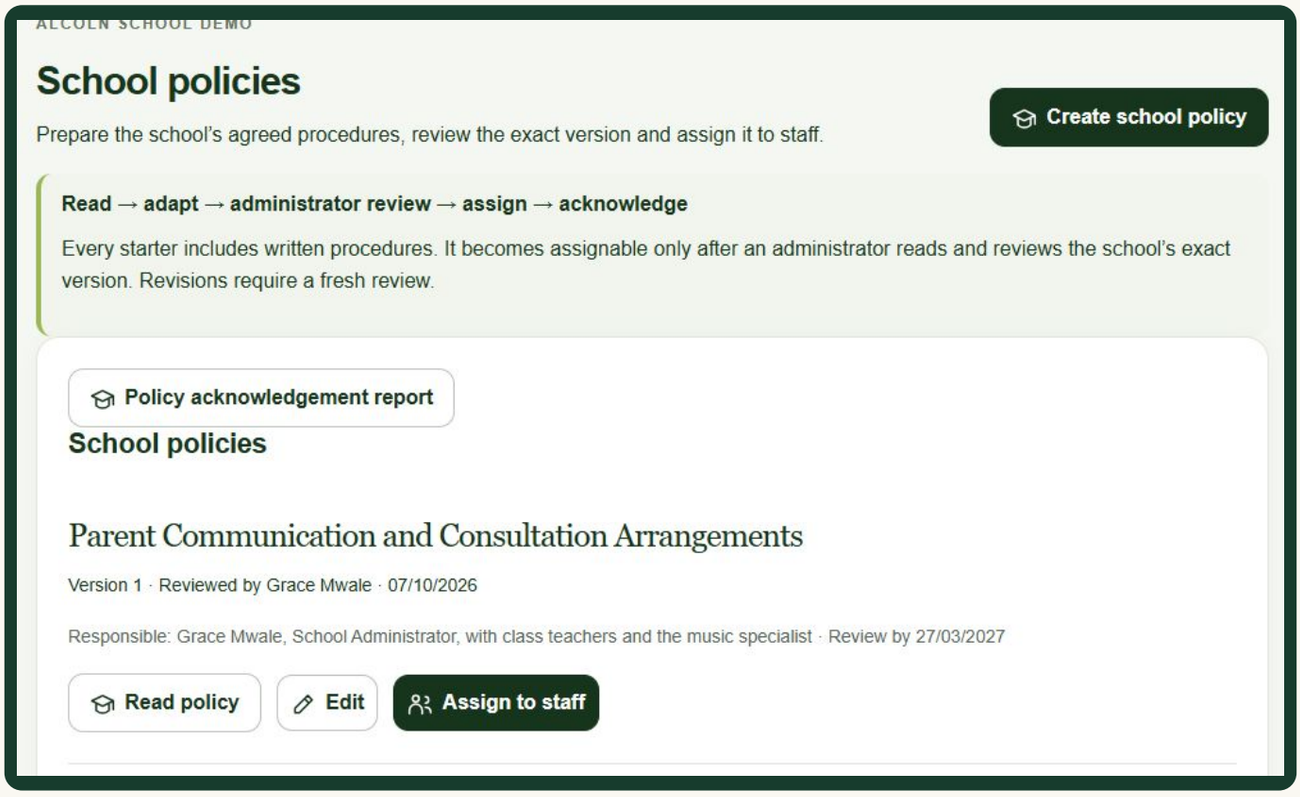
Keep the purpose honest

Practical self-study builds understanding and prompts reflection. It is not a professional diagnosis, qualification or a substitute for the school’s own context and responsibilities.

REVIEWED SCHOOL POLICIES

Turn written expectations into shared understanding.

Start with prepared wording, adapt it to your school and make the approved version easy to acknowledge.



Actual Alcoln School Demo • fictional records · 7 November 2026

01 / Review before assignment

Type a school policy or adapt one of the 40 written starters. Prepared wording → school adaptation → named administrator review → staff acknowledgement. Changed wording needs a fresh review.

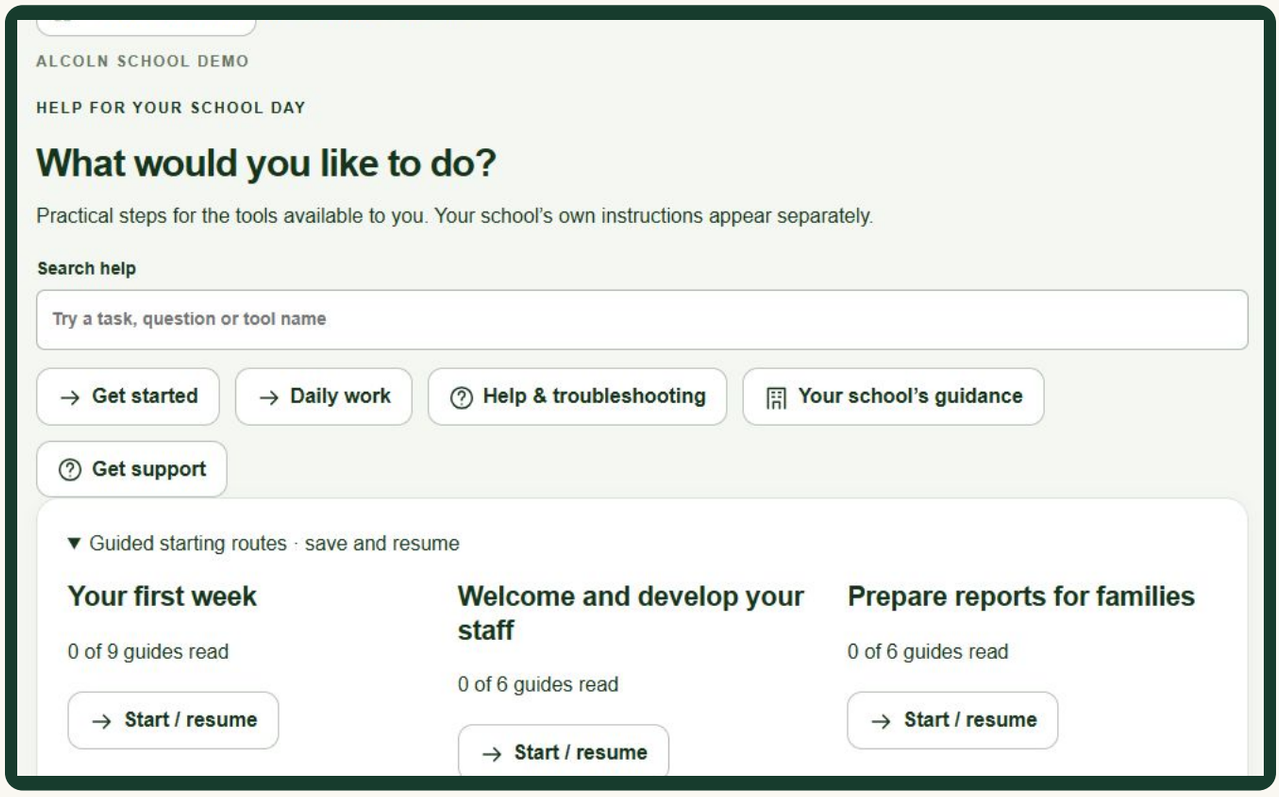
02 / Know which version staff read

Assign the reviewed policy and keep reading acknowledgements distinct from course completion. A tick confirms the person's declaration; it is not independent proof of practice or compliance.

HELP & SHORT TUTORIALS

Confidence should not depend on remembering every step.

Make support part of the experience, close to the workflow people are trying to complete.



Actual Alcoln School Demo • fictional records · 7 November 2026

01 / Written steps remain available

Find guidance for the relevant role and page. School leaders and authorised colleagues can view wider school-role help, while platform-owner procedures stay restricted.

02 / Watch one task being done

Available short tutorials use actual demo views and explain one workflow at a time. Videos play only when chosen, alongside written instructions. Phone, tablet and computer layouts are shown where navigation differs.

TERM & YEAR CONTINUITY

Start a new term without starting again.

Carry forward the school you have already organised, with review where things change.

Reuse what still fits

Keep subjects, classes, staff and useful arrangements for the next term. Review tasks and teaching responsibilities before applying the plan; historical attendance and learning remain available.

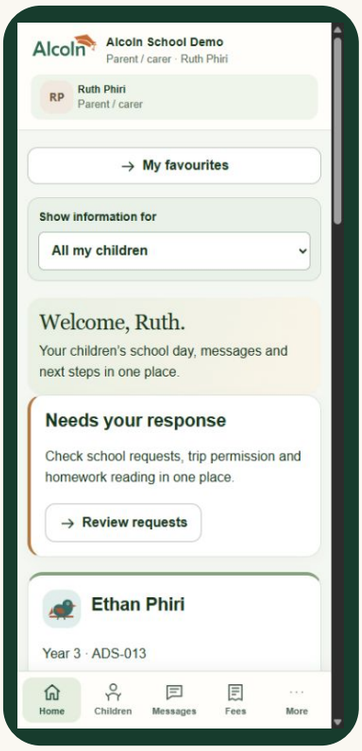
Move pupils with a plan

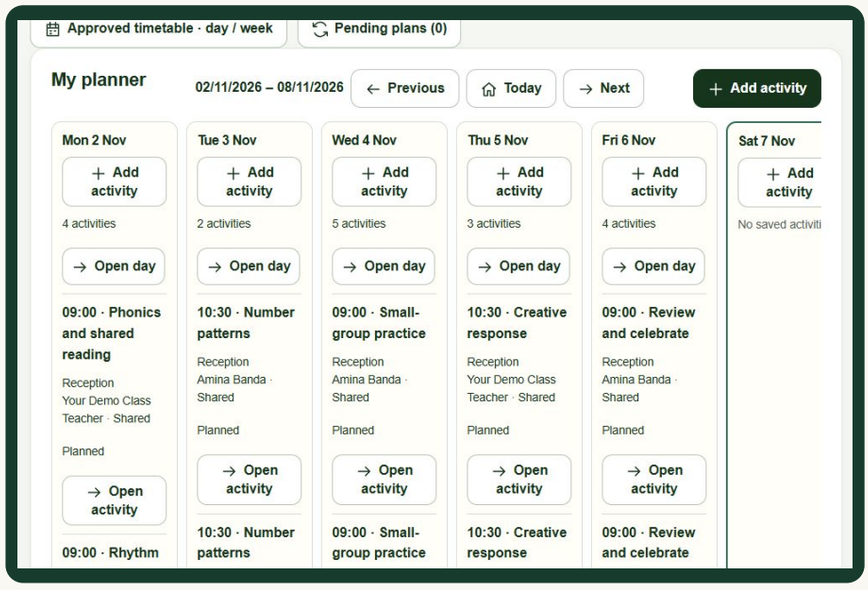
Prepare class moves, promotions and leavers for the new academic year. Review family links and account access. Balances stay with the pupil, with term statements showing the relevant carry-forward.

PHONES, TABLETS & COMPUTERS

Use the device that fits the moment.

A teacher at the classroom door, a parent on a phone, or an administrator at a desk.





Actual Alcoln School Demo • fictional records · 7 November 2026

01 / A workspace sized for the device

Readable controls, role-based menus and library avatars keep everyday navigation familiar. Add ALCOLN to the home screen or install where the device and browser support it.

02 / Keep selected work through a connection gap

After online setup, downloaded attendance and tasks can be saved locally. Pending work is kept for reconnection until safely saved online. Clearing device storage can remove it; private and financial actions require connectivity.

YOUR FIRST MONTH / EXAMPLE PLAN

Begin with one useful routine.

A manageable introduction gives staff room to build confidence before the whole school changes its habits.

Week 1 / Prepare together

Choose a coordinator and one useful routine. Agree tools, access and a measure of success. Check staff, class and pupil lists; review opening balances if fees are included.

Week 2 / Practise with a small team

Introduce accounts and role-based help. Complete the chosen routine with a class or team; resolve questions before extending it. Confirm devices and a reliable time to reconnect.

Weeks 3-4 / Review, then extend

Compare the agreed measure with your starting point. Introduce more staff or verified families when ready. This is an example sequence; dates and assistance are agreed with your school.

QUESTIONS WORTH ASKING

Know what you are choosing.

A confident decision starts with a clear scope and an honest demonstration.

Can we keep our curriculum and start small?

Yes. Keep your subjects, assessment approach and terminology. Choose a package or selected features, with the records and permissions those tools need.

What about price, support and private information?

Prices and allowances are agreed individually. Written role help and available tutorials support use; extra assisted setup or ongoing help has a defined scope. Schools control authorised access to their information.

What about spreadsheets and an existing system?

Review import templates and a sample before bringing in records. Agree which system owns each process so staff do not enter it twice. Permission-controlled exports help you keep useful copies; check the fields and format you need during the demo.

YOUR SCHOOL. YOUR STARTING POINT.

Choose your first step.

Four starting points, or your own combination. Agree the features, allowances, setup, support and price before you begin.

Essentials

Best for organising the school day

School routines, internal reports, staff notices, onboarding, learning and policies.

Connect

Best for bringing families closer

Essentials plus parent accounts, family messages, released reports, consent and appointments.

Complete

Best for connecting school and accounts

Connect plus fees, allocated payments, statements and shop reservations.

Supported

Best for a more assisted introduction

Complete with separately agreed setup, staff introduction and adoption support.

Only fees and staff learning? Start there.

Ask for specific tools with the supporting school records they need. Role-based help and available short tutorials support everyday use; additional personal assistance is scoped separately.

Your written proposal confirms selected tools, allowances, preparation, assistance, dates and agreed price.

LET'S TALK ABOUT YOUR SCHOOL

What would you like to stop chasing?

Choose one recurring frustration. We will show how ALCOLN could help your school handle it from start to finish.



Bring your priorities.

Your school type and age groups.

Approximate pupil and staff numbers.

The routines you most want to improve.

The people who will use the tools.

See an owner, teacher and parent experience.
Discuss a package or your own selection.
Agree a manageable first step.

Book a walkthrough for your school

admin@alcoln.com / www.alcoln.com/visit/