



CHECKLIST FOR SCHOOLS

10 signs your school's software is costing you

A quick check for heads, bursars and business managers. Tick the ones that sound like your school.

- ☐ **1 The office types the same child into more than one system.**
Every new starter means entering the same details in the MIS, payments, trips and the parent app.
- ☐ **2 Parents need more than one login.**
One for payments, one for forms, one for newsletters. Each one is another password reset and another email to the office.
- ☐ **3 Trips and clubs still run on paper slips or email.**
Someone collects the forms, chases the missing ones and types them up.
- ☐ **4 Payments are chased by hand.**
Fees, lunches or trip money get checked against a list, not matched automatically.
- ☐ **5 Admissions live in a spreadsheet or an inbox.**
Nobody can see at a glance who's enquired, visited or been offered a place.
- ☐ **6 Reports take days to pull together.**
Governor packs and inspection prep mean exporting from several systems and stitching it together.
- ☐ **7 One person is the only one who knows how it works.**
If they're off sick or leave, part of the school stops.
- ☐ **8 EHCPs, referrals or placements are tracked outside your main system.**
Key information sits in folders, emails or a separate spreadsheet.
- ☐ **9 Staff have built their own workarounds.**
Shared spreadsheets and WhatsApp groups exist because the official system doesn't do the job.
- ☐ **10 You've bought software before and nobody used it.**
It didn't fit how the school actually works, so staff went back to the old way.

How many did you tick?

0 to 2

You're in good shape.

Your systems are mostly doing their job. Keep an eye on anything new you add.

3 to 5

You're losing staff time every week.

None of these is a crisis on its own, but together they add up to hours of admin your team shouldn't be doing.

6+

Your systems are working against you.

Your staff are spending their time keeping the software running instead of running the school.

Most of these come from the same problem: several systems that don't talk to each other, so staff fill the gaps by hand.



Dizzy Otter

Not sure where to start?

We build software for independent, special and alternative provision schools. Book a free software review: 30 minutes with one of the founders, and a written plan either way.

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