



PAPERLY

Paperly Brochure

Simplifying school admin

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BOOK A DEMO!

Why Paperly?

Managing school administration has never been more complex, with schools facing challenges such as fragmented systems, manual processes, and an over-reliance on multiple third-party providers. Paperly addresses these issues by offering an integrated platform that bridges gaps between your School Management System (SIS) and Learning Management System (LMS) through our modular admin management system.

Challenges We Solve:

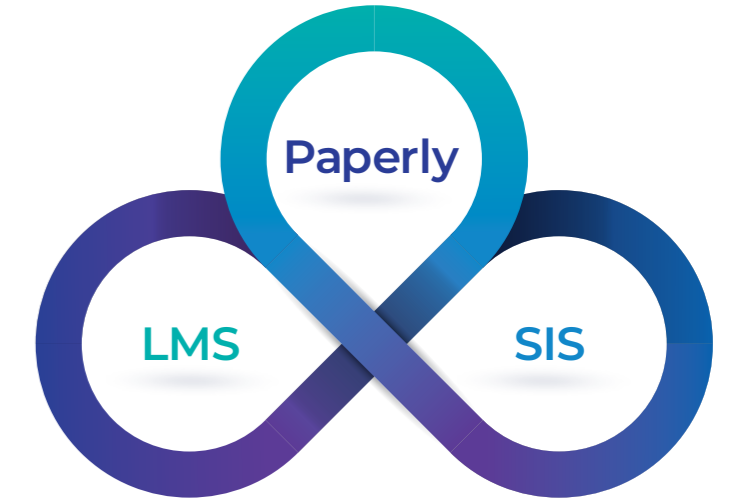
Over-Reliance on Multiple Systems
Schools often use numerous standalone software solutions that complicate processes and increase costs. Paperly replaces these with a single, integrated platform, simplifying administration and reducing inefficiencies.

Data Security Risks
Sensitive school data is frequently distributed across various platforms. Paperly minimizes this risk by integrating directly with your existing systems and ensuring that it does not store data, keeping sensitive information secure.

Manual, Time-Consuming Processes
From approvals to workflows, schools spend valuable time on repetitive tasks. Paperly automates these processes, freeing up staff to focus on higher-value activities.

Inconsistent User Experiences Across Platforms
Using disparate systems often leads to confusion and frustration for staff and administrators. Paperly provides a unified, intuitive interface, ensuring consistent and seamless experiences for all users.

Paperly is a modular admin management system that gives schools the flexibility to tailor solutions to their unique needs. Schools can start small, purchasing only the modules they need, and scale up as their requirements grow. This modular approach ensures that schools invest in precisely the tools they require, providing a cost-effective and adaptable solution to streamline administration and enhance operational efficiency.



Partners & Integrations

 schoolbox	 Alii	 Intellischool	 synergetic	 seqta	 Digistorm <small>by VERACROSS solution</small>
 TASS <small>the alpha school system</small>	 edval	 wonde	 CIVICA <small>Transforming the way you work</small>	 CO.GOLE School Experts	 STUDENTNET
 Azure	 Microsoft <small>Active Directory Federation Services</small>	 more	<p>Interested in integrating? We believe in collaboration. Become a partner and integrate with Paperly.</p>		

Some of our schools

 ALL SAINTS' COLLEGE	 AGUINAS <small>VERITAS - VINCI</small>	 Canterbury	 CSHS <small>SERVICE</small>	 CHURCHLANDS SENIOR HIGH SCHOOL	 FREE REFORMED SCHOOL ASSOCIATION <small>Be heart-led in the last - humility and grace</small>
 HALE SCHOOL	 St Mark's <small>ANGELICAN COMMUNITY SCHOOL</small>	 John Curtin COLLEGE OF THE ARTS	 John Wollaston ANGELICAN COMMUNITY SCHOOL	 Servite College	 SETON <small>SEEK CHRIST</small>
 Shire Christian School	 ST GEORGE'S ANGELICAN GRAMMAR SCHOOL	 St Hilda's ANGELICAN SCHOOL FOR GIRLS	 SWAN VALLEY ANGELICAN COMMUNITY SCHOOL	 SCOTCH COLLEGE	

Our Premium Modules



Enrolments

PREMIUM MODULE

What does it do?

Digitises student enrolment processes

Streamline the entire student enrolment process with Paperly's Enrolments Module. Designed to eliminate the need for paper forms, this module provides an efficient, end-to-end solution for managing all aspects of student enrolments, including specialised workflows for unique programs and seamless data capture across multiple forms.

How extensive is the enrolments module?

The module is built to handle complex enrolment scenarios, including geofencing for school catchment areas, it offers the ability to capture detailed student and parent information, such as medical details, language preferences, and MCEETYA (Ministerial Council for Education, Early Childhood Development, and Youth Affairs) reporting requirements.

Search for a student

Completed Add New Student

Show 10 entries Downloaded Not yet downloaded

<input type="checkbox"/>	Name	Surname	Year Level	Year	Email	Date Received	Status	Specialist Program	Docs Pending	Last Form Update	Action	Documents
<input type="checkbox"/>	Thomas	Stevenson	6	2025	tsteve@gmail.com	04-11-2024	Approved	Mainstream	0	14-10-2024		
<input type="checkbox"/>	Ava	Mcdonald	5	2025	avamcd@gmail.com	12-11-2024	Approved	Mainstream	1	22-12-2024		
<input type="checkbox"/>	Aaron	Spiddle	7	2025	spiddlea@gmail.com	14-10-2024	Approved	Mainstream	0	02-09-2024		
<input type="checkbox"/>	Tyler	Howell	3	2025	tyler2013@gmail.com	22-11-2024	Approved	Mainstream	0	22-12-2024		
<input type="checkbox"/>	Aimee	Shepherd	6	2025	aimshep@gmail.com	26-12-2024	Approved	Mainstream	2	14-10-2024		
<input type="checkbox"/>	Elizabeth	Hurley	4	2025	lizzyh@gmail.com	30-08-2024	Approved	Mainstream	0	26-12-2024		
<input type="checkbox"/>	Ewen	Donaldson	6	2025	edonald@gmail.com	02-09-2024	Approved	Mainstream	1	08-11-2024		
<input type="checkbox"/>	Piper	Jamieson	5	2025	pipejam@gmail.com	08-11-2024	Approved	Mainstream	0	30-08-2024		

Document Uploads:

Parents can easily upload essential documents, such as birth certificates, court orders, proof of address, and any additional required paperwork.

Real-time Progress Tracking:

As parents complete their forms, students are automatically advanced through the enrolment pipeline. Administrators can leave comments for internal use or send notifications to parents.

Configurable Email Templates:

Schools can customise and automate templated emails to send reminders or status updates to parents.

PDF Generation and Record Keeping:

Automatically generates PDFs for each enrolment, ensuring a digital and physical record is available for archival purposes.

Seamless integration:

The module integrates with Student Management System or XML imports, allowing seamless data transfer and syncing.

Task Manager

Decline Enrolment Internal/Parent Comments Generate XML Generate PDF Approved for Enrolment Back

#	Document / Form	Status	Specialist Program	Action
# 1	Pre-Enrolment Form	Approved	Mainstream	
# 2	Student Enrolment Form	Approved		
# 3	Year 7 Curriculum Electives	Approved		

School Trips

PREMIUM MODULE

What does it do?

Manage all activities start to finish

Manage any incursion, excursion, camp, trip and tour from start to finish, from planning and approval stage through to completion. Paperly's School Trips Module handles notifications and manages risk assessments.

Workflows - Payments - Notifications

Includes end-to-end configurable workflow approval processes, payment integration and notifications to parents (including tracking to ensure parents have the most up to date information).

Does the School Trips module have risk assessments?

Yes! As we know, each activity is slightly different in what risks are associated with that activity, the School Trips Module offers editable risk assessments. Paperly has a preloaded (and editable) template of risks, risk ratings and matrix allowing for full capture of controls and residual risk.

What is the process for obtaining digital consent?

The Paperly platform streamlines the process of obtaining digital consent for any activity, by automated notifications directly to the parent with all the information. Staff can access detailed reports on students medical details, consent statuses and information. Additionally, when staff make changes, the changes are tracked against that staff member, date stamping for auditing purposes.

[VIEW ALL TICKETS](#) [RAISE A TICKET](#)

Activity Name	Activity Type	Activity Descriptions	Departure Date	Departure Time	Test Mode	Form Status	Responsible Role	Applicant Name	Action
Bushwalking Adventure	Excursion	Students will hike through scenic trails, learning about native plants and wildlife in the Australian bush.	25-08-2025	12:00:00	<input checked="" type="checkbox"/>	Approved	Director of Sport and Activities Head of School	Kaisley Lynn	
Art Gallery Tour	Excursion	Students will explore various art collections and participate in a creative workshop.	31-07-2025	06:00:00	<input checked="" type="checkbox"/>	Pending Director of Sport and Activities approval	Director of Performing Arts Head of Junior School Head of Senior School	Laney Daniels	
Indigenous Culture Workshop	Incursion	Students will learn about Indigenous Australian culture through storytelling, art, and traditional music.	17-07-2025	18:30:00	<input checked="" type="checkbox"/>	Active	Head of Senior School	Zechariah Maxwell	

Forms

PREMIUM MODULE

What does it do?

Internal Forms

Manage any internal or external form for staff, students or parents, including work flows and approval processes, the Forms Module includes a form builder which enables schools to create their own forms and collect entries.

Can the form be open to the public?

Yes, the form builder has the option to generate a public link, this can be embedded into public websites or dashboards.

How versatile is Paperly's Forms module?

The form creation process is designed for simplicity and configurability. With the intuitive form builder, school administrators can easily create any form, incorporate configurable conditional logic and include customisable workflows. For more complex forms, our Paperly team have pre-existing, form templates and can configure workflows for schools upon request.

What are some common forms others schools are utilising?

Schools leverage the Forms Module for a variety of use cases including:

- ✓ Event Function Bookings
- ✓ Professional Development Requests
- ✓ Venue Booking Requests
- ✓ Staff Leave Applications
- ✓ Incident Reports
- ✓ Student Sickness & Misadventures

These represent a small subset of forms schools commonly utilise, with many schools benefitting from over 90+ different forms accessible through the platform.

Can you collect payments through a form?

Yes, the form builder has payment options such as payment checkboxes, payment radio buttons and payment text boxes.

Create New Form

Form Name*

Description*

Is this for an excursion? Yes No

Public Link (anyone with the link can complete the form) Yes No

User Group*

Form Opens dd / mm / yyyy

Form Closes dd / mm / yyyy

Allow submission after form closure?* Yes No

Accounts Code

Auto-publish after creation* Yes No

Form Fields

Field Type*

Field Label*

Add Field

Form Conditions

Add Condition

Add Condition

Music

PREMIUM MODULE

What does it do?

Manage Music lessons, Tutors and Students

Manage any internal or external music lessons, tutors and students giving oversight for staff, students or parents, including booking of music lessons, taking attendance, timesheets and work flows and approval processes.

Can Tutors mark attendance?

Yes – Tutors can mark students attendance within the Paperly Platform.

How do the timesheets work?

When a tutor is taking attendance, we autogenerate tutor timesheets based on the student's attendance so tutor's don't have to submit timesheets manually. Additionally we generate student billing based on music attendance.

Are students rotated so they're not missing the same lesson each week?

Yes – based on your tutor availability, student availability, room availability and timetable, our algorithm automatically rotates the student lessons week on week so students are not missing the same lessons each week. We also accommodate for Week A/B rotating timetables.

Can I manage instruments within the music module?

Yes - maintain your library of musical assets by assigning instruments, sheet music or other assets into different categories. Keep track of barcodes, serial numbers, and which instruments are on loan to specific students.

	Sunday 24 March	Monday 25 March	Tuesday 26 March	Wednesday 27 March	Thursday 28 March
08:00 AM		Student: Mackenzie Crawford Tutor: Mrs Rhodes Location: Music Room 1 Lesson Type: Guitar 30min		Student: Kamryn Banks Tutor: Mrs Rhodes Location: Music Room 1 Lesson Type: Guitar 30min	Student: Lochlan Huff Tutor: Mr Faulkner Location: Music Room 1 Lesson Type: Saxophone 45min
08:15 AM					
08:30 AM					
08:45 AM		Student: Adeline Xiong Tutor: Mr Walters Location: Music Room 3 Lesson Type: Violin 45min		Student: Emmie Daugherty Tutor: Miss Roberts Location: Music Room 2 Lesson Type: Piano 30min	
09:00 AM			Student: Jade Ramirez Tutor: Mr Faulkner Location: Music Room 1 Lesson Type: Saxophone 45min	Student: Ada Roman Tutor: Mr Walters Location: Music Room 3 Lesson Type: Violin 45min	Student: Aspen Foster Tutor: Mrs Rhodes Location: Music Room 1 Lesson Type: Guitar 30min
09:15 AM					
09:30 AM		Student: Kander Gray Tutor: Miss Roberts Location: Music Room 2 Lesson Type: Piano 30min			
09:45 AM					
10:00 AM		Student: Sebastian Dejesus Tutor: Mr Faulkner Location: Music Room 1 Lesson Type: Saxophone 45min	Student: Sarah Chen Tutor: Miss Roberts Location: Music Room 2 Lesson Type: Piano 30min		Student: Niala O'Connell Tutor: Miss Roberts Location: Music Room 2 Lesson Type: Piano 30min
10:15 AM					
10:30 AM					
10:45 AM					

Student: Sebastian Dejesus
Tutor: Mr Faulkner
Location: Music Room 1
Lesson Type: Saxophone 45min

Talk to us about building a tailored bundle for your school.

MOST POPULAR BUNDLES!

Forms



Music



Calendar

Forms



School Trips



Calendar

Forms



School Trips



Extracurricular

Forms



School Trips



Details

Our Foundation Modules

Extracurricular

FOUNDATION MODULE

What does it do?

Create and manage extracurricular events and activities

Our Extracurricular Module is designed to set up unlimited extracurricular activities, including: live activity days, attendance and reporting features, student and parent online registration.

Can you filter between different activities?

Yes, In the Extracurricular Module settings, administrators have the flexibility to establish an unlimited number of categories. Typically, these categories are segmented by Junior/Senior School, but they can also be differentiated by activity type, year group, fee amount, and more, providing a tailored and efficient way to filter through all activities.

How is student participation tracked?

Student participation is seamlessly tracked throughout the entire activity lifecycle. Staff members in charge of the activity can mark weekly or daily attendance against each event from the Paperly application.

Can payments be processed through the Extracurricular Module?

Yes, parents can conveniently pay for their child's extracurricular activities through an embedded payment gateway within the module. Paperly's e-commerce-style web application allows parents to add and modify activities in a cart and complete checkout once all chosen events are selected.

Can you limit spots in each activity?

Yes, the administrator for the activity can determine a quota for that activity, meaning this will show remaining spots available in the activity, to any parents who are signing children up to that activity, and display if that activity is full.



0 Left

Chess Club - FULL

Serena Horn

Wednesday / 03:15pm - 04:30pm / Years 2-6

\$0



Art Club - Year 5

Annalise Wolfe

Thursday / 03:15pm - 04:30pm / Years 5

\$0



Chess Club - FULL

Serena Horn

Wednesday / 03:15pm - 04:30pm / Years 2-6

\$0



Cooking Club - FULL

Paisley Barron

Wednesday / 03:15pm - 04:30pm / Pre-Primary-2

\$0



Dance - Junior

Alonso Jordan

Monday / 03:15pm - 04:30pm / Pre-Primary-2

\$0



Dance - Senior

Mack Calderon

2 Left



Debating - Sem 2

Jillian Ponce

0 Left



French Club

Arielle Badeau

0 Left



Homework Club

Bruce Santos

0 Left

Details

FOUNDATION MODULE

What does it do?

Streamline parent communication and update student records directly in the SIS.

Parent updates made easy

Send parents an online form to review and update their child's information directly from the school's Student Information System (SIS). Parents can make amendments and submit changes with ease, all while ensuring data accuracy and reducing administrative burden.

Integrations and notifications

Paperly integrates seamlessly with your SIS to display real-time data updates. Once a parent submits an update, school admins are notified and can approve changes individually or in bulk. Updates are automatically written back to the SIS, eliminating manual data entry.

Does the Paperly Details Update Module sync with our SIS?

Yes! The Paperly Details Update Module directly integrates with your SIS, ensuring accurate and up-to-date information. Once changes are approved, they are written back to the SIS, and the sensitive data is wiped from Paperly.

Can certain fields be marked as mandatory for parents?

Yes! Schools can configure which fields are mandatory, ensuring that critical information such as medical or emergency contact details are always updated.

Can access be restricted for sensitive information?

Absolutely! The Paperly Details Update Module provides role-based access, allowing schools to segregate sensitive information. For example, medical updates can be routed directly to authorized staff, such as school nurses, ensuring compliance with privacy regulations.

Can workflows be set up to notify specific staff?

Yes! The system can trigger notifications to different staff members, such as notifying the nurse when medical information is updated, ensuring that the right people review the right data.

HR Onboarding

FOUNDATION MODULE

What does it do?

Streamlines your staff onboarding process

Effortlessly manage onboarding process and contract management for new, existing and returning staff through our streamlined digital forms and process. Send relevant documents directly to staff for review, signature, or completion, ensuring no paperwork is left unaddressed. Easily track the status of each document, including whether it has been viewed, signed, or remains pending, providing transparency and control.

Workflows

Includes end-to-end configurable workflow approval processes.

What are some common documents we can use for the Onboarding module?

Admin staff in schools are using the Paperly Onboarding Module for:

- ✓ Staff Code of Conduct
- ✓ School Policies
- ✓ IT Best Practice Guidelines
- ✓ New Staff Personal Information Forms
- ✓ Payroll Payment Method Forms
- ✓ Teacher Registration Board (TRB) & Working with Children Check
- ✓ Uploading Tax File Number (TFN) Declaration Forms

How configurable are the onboarding documents?

Administrators can upload an unlimited number of documents, assign a staff type and assign an action to the form for the individual. The staff member will receive instruction as to whether they need to sign, acknowledge, view or upload a supporting document.

Employee Document

Task Manager

#	Document / Form	Status	Action Needed	Action
# 1	Contract Document	Submitted	Need to submit	
# 2	New Staff Personal Information Form	Submitted	Need to submit	
# 3	Payroll Payment Method Form	Submitted	Need to submit	
# 4	Employment Medical Disclosure Form	Submitted	Need to submit	
# 5	TRBWA & WWCC Validation	Pending	Sign	
# 6	FRSA Staff Code of Conduct	Signed	Need to sign	
# 7	HR007 Workplace Bullying & Sexual Harassment Prevention Policy & Procedure	Pending	Sign	
# 8	Fair Work Casual Employment Information Statement	Pending	Sign	

Employees

Show 10 entries

Name	Email	Staff type	Type of work	All forms completed	Action
Wesley Hebert	Contract Document	New staff	Relief		
Cade Roach	New Staff Personal Information Form	New staff	Casual		
Maddox Soto	Payroll Payment Method Form	New staff	Full-time		
Raymond Newman	Employment Medical Disclosure Form	New staff	Need to submit		
Alistair Weaver	TRBWA & WWCC Validation	New staff	Relief		
Eduardo Fletcher	FRSA Staff Code of Conduct	New staff	Relief		
Leyla Cross	HR007 Workplace Bullying & Sexual	New staff	Part-time		

Online Shop

FOUNDATION MODULE

The screenshot displays the 'Online Store' interface. On the left, a navigation menu lists categories: Events, Tours & Retreats, Donations & Bursaries, Uniform, Smart Rider, School Fees, and Memorabilia. The main area shows a grid of eight product cards, each with an image, name, and price:

- Blazer: \$195.00
- College Vest Years 4 - 10: \$85.00
- School Shirt: \$40.00
- Junior Tie Middle School: \$25.00
- Bucket Hat: \$25.00
- Pencil Case: \$25.00
- School Bag: \$75.00
- College Skirt: \$80.00

An inset window titled 'Product Details' for the 'Blazer' is shown above the main grid. It includes a 'View Cart' button, a 'Back' button, a product image of a boy in a blazer, the product name 'Blazer' with a price of '\$195.00', size selection options (10, 12, 14, 16, 18, 20), a quantity selector (1), and an 'Add to cart' button.

What does it do?

Provide a fully customizable online shop for schools, allowing easy management of sales and inventory.

Flexible shop setup

The Online Shop Module lets schools create multiple categories, such as Junior School, Middle School, School Fees, Equipment, and more. Schools can set date ranges to control availability, catering to seasonal stock and specific school needs.

Order tracking and reporting

Track orders and generate real-time reports on revenue, sales, and product/category performance. Notifications can be sent to relevant departments or stakeholders to keep everyone updated on the shop's activity.

Seamless Parent Access

The module features a simple, user-friendly interface that can be easily embedded into the school's website. Parents can securely log in via the Paperly Parent Portal, with integrated payment gateways for smooth transactions.



Paperly is committed to continuing to build future modules to plug the gaps in your school's existing systems.

Our Essential Modules

Calendar

ESSENTIAL MODULE

What does it do?

Manage all school calendars in one place

Display all school activities, events and school trips on one centralised calendar.

Integrations and notifications

Integrate the Paperly Calendar Module into your public facing school website or portal dashboards selecting between which calendar category is public and visible, and sync important events into personal Outlook and Google calendars. Receive warning notifications if students are booked into multiple assessments in a day.

Does the Paperly Calendar sync with our existing calendar system?

Yes! The Paperly Calendar Module seamlessly syncs with Office 365 and Google Calendars offering effortless and live integration. Additionally, you can export events, school trips and activities into a physical/hard copy for convenience.

Can calendars be filtered based on category?

Yes! The Paperly Calendar can be filtered based on calendar category, you can also change the colours of each calendar, making it easy to decipher.

Can certain calendars be visible or hidden depending on access permissions?

Absolutely! The Paperly Calendar Module not only consolidates multiple calendars into a single view but also provides administration permissions and flexibility to control access. You can restrict or make certain calendar categories visible or private ensuring such events like Executive Team or Staff calendars are exclusively accessible to the relevant individuals.

2	3	4	5	6
Term 3 Week 8				
Years 10-12 OLNA Testing - Reading and Numeracy				
Years 10-12 OLNA Testing - Writing - Two Days				
Year 12 French ATAR Practical Term 3 Assessment				
Student Leadership Camp				
Year 11 ODE White Water Kayaking Training Camp (Avon River)				
Year 2 OLP - Bull Creek Reserve				
Service in Residence, Pratyek - Year 8 and 9				
Parish Food Collection Stirling House (2 September-20 September)	07:00am Running Club 08:00am Year 12 PE Studies Gala Day (Semester 2 Practical Exam) 08:30am PSC Year 3 Parents Catch Up 09:00am Year 11 Psychology Excursion UWA 06:30pm Parent Digital Intelligence - Online Safety Seminar	IPSHA Senior Speakers' Challenge at Scotch College 08:30am RAAFA Battle for Australia Commemoration 08:30am PSC Year 2 Parents Catch Up 03:45pm Wednesday Afternoon Meeting	08:30am PSC Year 4 Parents Catch Up 08:45am Years 11-12 Health Excursion - P.A.R.T.Y. (Prevent Alcohol and Risk Related Trauma in Youth) at Fiona Stanley Hospital 08:55am Years 7-10 ACC Athletics Squad Focus Training 12:05pm Years 7-12 Colours and Final Year 12 Assembly (Parents warmly welcome) 01:00pm Colours Function 04:30pm Afternoon Music Concert - Tresna S / Annalisa P	Year 11 Screen and Media Excursion 07:00am Running Club 08:30am PSC Year 5 Parents Catch Up 06:30pm Year 9 Social

Parent Teacher Interviews

ESSENTIAL MODULE

What does it do?

Simplify and automate the scheduling of parent-teacher interviews with seamless integration and an intuitive interface.

Effortless Scheduling

The Parent Teacher Interview Module integrates directly with your school's SIS, eliminating the need for manual data sorting. Schools can create interview sessions with configurable time slots and breaks and manage availability with a clear visual display of booked and unavailable times.

Integration with Microsoft Teams

For online interviews, a Teams link is automatically generated, allowing teachers to manage interviews using Teams' waiting room functionality. This integration ensures a smooth and professional experience for both teachers and parents.

User-friendly booking for parents













Parents can easily book interviews through a simple interface. Additionally, they can generate a "best-fit" schedule based on their availability, making the process quick and convenient.

Flexible Interview Formats

Interviews can be set up as either online or face-to-face, giving schools flexibility to choose the best option for each session. Admin rights can be assigned to control editing access, ensuring the integrity of session schedules.

Parent Teacher Interview Event

Show 10 entries

Event Name	Description	All Session	Year Levels	
Year 5 English	English	2024-12-07 07:00-08:00 2024-12-06 10:00-11:00	YEAR LEVEL 1	
Year 5 Maths	Maths	2024-12-07 07:00-08:00 2024-12-06 10:00-11:00	YEAR LEVEL 1	
Year 6 English	English	2024-12-07 07:00-08:00	YEAR LEVEL 1	
Year 6 Maths	Maths	2024-12-07 07:00-08:00 2024-12-06 10:00-11:00	YEAR LEVEL 3	
Year 7 English	English	2024-12-07 07:00-08:00	YEAR LEVEL 12	
Year 7 Maths	Maths	2024-12-07 07:00-08:00 2024-12-06 10:00-11:00	YEAR LEVEL 7	Active    
Year 8 English	English	2024-12-07 07:00-08:00	YEAR LEVEL 6	Active    
Year 7-10 Maths	Maths	2024-12-07 07:00-08:00	YEAR LEVEL 7 YEAR LEVEL 8 YEAR LEVEL 9 YEAR LEVEL 10	Active    

Policies & Procedures

ESSENTIAL MODULE

What does it do?

Automate the management of policies and procedures to ensure timely updates and ongoing compliance.

Streamlined policy management

The Policies and Procedures Module simplifies the review and renewal process for critical policies. Policies are loaded into the Paperly system, assigned an owner, and given an automated workflow for renewal. Notifications are sent to the relevant individuals to remind them when a policy is due for review.

Configurable workflows and tracking

Workflows can be customized to fit the school's needs, allowing for the review process to be monitored and tracked at each stage. For example, the policy may move from the policy owner to the head of year, then to the deputy principal, and finally to the college board for approval. The status of each policy can be configured, such as "Due for Renewal," "Reviewed by Exec," or "Approved by Board."

Compliance made easy

The module ensures that policies are always up-to-date and in compliance with regulations. Schools can set reminders, monitor progress, and track approvals, reducing the risk of missed updates or lapses in compliance.

Policies and Procedures

#	Document Code	Title	Category	Person responsible	Next review date	Review time	Document location	Status	Action
1	12345	Staff Code of Conduct	PROFESSIONAL	Jonathon Tratt	2024-09-05	Overdue	1231	PUBLISHED	   
2	67891	Enterprise Bargain Agreement	GOVERNANCE	Ella Joneson	2024-09-05	Overdue	Sharepoint	HQA COMPLETED	   

Previous 1 Next

Training & Induction

ESSENTIAL MODULE

What does it do?

Create and manage internal and external training and induction programs

Our Training and Induction Module is designed to streamline and enhance both internal and external training and induction processes within your school. This tool simplifies the training for contractors, students, visitors, and staff, ensuring compliance with the schools policies.

How Customisable are the slides in each training course/induction?

The module offers administrators full flexibility in customising induction and training materials. You can create multiple slides with the ability to set pass marks, integrate drop-down options, and configure assessments to meet your school's specific needs. This level of customisation allows you to tailor the content to various roles and responsibilities within the school.

What are some examples of courses?

- ✓ Mandatory reporting and training
- ✓ Child safety training
- ✓ New staff induction
- ✓ Contractor site induction

Does the Training and Induction Module track development hours?

Yes, Paperly's Training and Induction Module tracks personal development hours for each staff member against the specific training courses they complete.

Does the Training and Induction Module Provide reporting?

Yes, administrators can generate reports that capture the progress across all assigned training and induction programs. This includes completion rates, pass/fail statuses. The reports can give detailed insight as to which questions users struggled with, or if they require training in certain areas of the training or induction course.

The screenshot shows the 'Training & Induction' interface. At the top, there's a 'Back' button. Below it, the 'Course Title' is 'Health & Safety'. There are fields for 'Presentation must be completed by Date', 'Accredited hours', 'Training reason', and 'Venue'. A calendar for December 2024 is displayed, showing dates from 1 to 31. Below the calendar, there are two text editors for messages: 'Message to display when a user completes the presentation' and 'Message to display when a user fails the presentation'. At the bottom, there are toggle switches for 'Include in total' and 'Required', and a trash icon.

What our schools are saying

Everybody knows how hard School Calendars are to manage. But with Paperly, what used to be a time-consuming and error-prone task is now smooth and much more efficient. It's easy to keep everyone informed, and it's become an essential tool for our school's daily operations.

Luke Callier,
Director of Business operations
St Hilda's Anglican School for Girls WA

Paperly Forms has simplified our administration by making complex form creation a breeze. It's reduced our paperwork, automated processes, and saved valuable time for both staff and parents. Unlike other form building software, the integration with our existing systems means we are not having to duplicate information and manually enter data.

David Crawford,
Dean of Operations
John Wollaston Anglican
Community School

The College has been using Paperly's Calendar Module for two years with the flexibility and functionality being far superior to previous systems.

Ian Mackay-Scollay,
Director of ICT
All Saints College WA

We have been using Paperly for several years and the relief of having a reliable system has been fantastic. The platform is smooth, accurate and efficient.

Jo Swain,
Dean of Student Wellbeing
St Hilda's Anglican School for Girls WA








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THANK YOU FOR YOUR SUPPORT
