

COMPLETE SCHOOL MANAGEMENT SOFTWARE

Run your entire school from *one* single screen.

EduMotion is a complete, cloud-based school management platform — **office, classroom, exam hall, bursary and boarding house** — connected to secure portals for your administrators, teachers, accountants, students and parents. This brochure sets out every module, every integration, and exactly what is included in your subscription: **software, school website, hosting and domain.**

 QR Attendance Online Fee Payment Auto Report Cards WAEC · NECO · JAMB CBT Parent Portal Free School Website

28

BUILT-IN MODULES

7+

ROLE-BASED PORTALS

30+

READY-MADE REPORTS

24/7

CLOUD ACCESS

BUILT FOR

Nurseries, Primary & Secondary Schools

Single or multi-campus · day & boarding · nationwide

By WebMotionHQ

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What EduMotion does, and what you get

A school runs on dozens of small daily decisions — who is present, who has paid, who is falling behind, who needs a receipt. EduMotion puts all of them in one place. Below is everything covered in this document.

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THE PLATFORM IN ONE PARAGRAPH

EduMotion replaces the registers, cash books, spreadsheets, WhatsApp groups and paper files a school normally juggles with **one connected system**. A student is admitted once — and from that moment their attendance, subjects, homework, exam scores, report card, fees, invoices, receipts, library books, bus route, hostel bed and ID card all hang off the same record. Staff see only what their role permits. Parents and students get their own logins. Management gets the reports.

It is **cloud-based**: nothing to install, no school server to maintain, and it works on a laptop, tablet or phone. Every school also receives a **professional school website with hosting and a domain name at no extra cost** — covered in full in section 10.

DESIGNED FOR A SCHOOL EXACTLY LIKE YOURS

Nursery PLAY GROUP & PRE-SCHOOL	Primary PRIMARY 1 – 6	Junior JSS 1 – 3	Senior SSS 1 – 3 + CBT
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Built for Nigerian schools: Naira fee structures, termly sessions, Nigerian grading bands and report-card formats, continuous assessment with configurable mark distribution, and WAEC / NECO / JAMB CBT practice for senior classes.

02 THE CASE FOR CHANGE

Why schools move to EduMotion

Most schools do not fail at record-keeping because staff are careless. They fail because the records live in too many places. Here is what changes on day one.

THE DAILY PROBLEM	HOW EDMOTION RESOLVES IT
Fee leakage & disputes Cash collected off-book, receipts unaccounted for, "I have paid" arguments.	Every naira is tied to an invoice with a receipt number . Offline payments require approval before they post, online payments land automatically from the gateway, and each parent can open a full financial statement of their ward for the whole session — like a bank statement.
Results take weeks Manual totalling, ranking and copying into report cards.	Teachers enter marks per subject; the system computes totals, grades, subject positions and class positions, then prints the designed report card and tabulation sheet for the whole class in one action.
Parents in the dark News travels by rumour, and only to the parents in the WhatsApp group.	Parents get a secure login plus automatic SMS, email and in-app alerts — absence, fees due, results published, homework, events — with no one having to remember to send them.
Attendance registers Paper registers, later "corrections", no reliable termly figure.	Mark a class in seconds — or scan student ID cards with QR-code attendance on any phone camera. Absences alert the parent the same morning, and attendance flows onto the report card automatically.
No single source of truth The bursar, the exams officer and the head each keep a different list.	One student record, one enrolment per class per session, one fee ledger. What the bursar sees is what the head sees — filtered by role permissions rather than duplicated.
Records lost with staff Files on a departing teacher's laptop; a stolen system takes the year with it.	Everything lives in secure cloud storage with routine backups and a database-backup tool. Deactivate a leaver's login and the records stay with the school.
Exam-readiness pressure Senior students meet CBT for the first time in the exam hall.	Built-in CBT practice on real WAEC, NECO and JAMB past questions , filtered by subject, topic and year, with instant scoring — so the format is familiar long before it counts.

The measurable outcome. Schools running EduMotion typically see fee collection tighten within the first term (because every invoice is visible and every parent is reminded automatically), report cards move from weeks to the same day marks are complete, and the front office stop spending mornings answering questions parents can now answer themselves.

WHAT TYPICALLY CHANGES IN THE FIRST TERM

- ✓ **Every fee is invoiced and receipted** — no more untraceable cash and no more "I have paid" disputes.
- ✓ **Parents are informed automatically** — absence, fees and results, without a staff member sending anything.
- ✓ **Report cards print the same day** marks are complete, in your own designed format.
- ✓ **The front office quietens** — parents check attendance, fees and results themselves.
- ✓ **Management stops requesting reports** — enrolment, collection and cashflow are on the dashboard.
- ✓ **Nothing depends on one person's laptop** — records live in the cloud, backed up daily.

Seven portals, one set of records

Everybody signs in to the same system and sees a completely different screen. Access is controlled by a permission matrix you own — view, add, edit and delete can each be granted or withheld, per module, per role.



Proprietor / Group

SUPER ADMIN

Sees every campus at once, or filters to one. The only role that can create branches and lock modules.

- All-branches dashboard & per-branch drill-down
- Create branches, roles and permissions
- Enable or lock modules per campus
- Group-wide financial and enrolment reporting



Head / Administrator

BRANCH ADMIN

Full control of their own campus — staff, students, academics, finance and settings — and nothing outside it.

- Admissions, promotions and sessions
- Staff records, payroll and leave approval
- All 30+ reports and analytics
- Database backup and user login logs



Teacher

CLASSROOM

Only their own classes and subjects. No access to fees, salaries or other teachers' records.

- Daily, subject-wise and QR attendance
- Exam mark entry for assigned subjects
- Set and grade homework, upload materials
- Run live classes; message students and parents



Bursar / Accountant

FINANCE

The money desk: invoices, receipts, approvals, expenses and the reports management asks for.

- Fee invoicing, part-payments and fines
- Approve offline payments; reconcile online ones
- Deposits, expenses and voucher heads
- Balance sheet, income vs expense, due-fees chase



Librarian & Store Keeper

OPERATIONS

Narrow, purpose-built access for the people who run the library, store and reception desk.

- Book catalogue, issue, return and overdue chase
- Inventory: purchases, sales, issues and stock
- Visitor log, call log, postal record, complaints
- Admission enquiries and follow-up



Student

LEARNER

Their own timetable, work, results and fees — on a phone if that is all they have.

- Subjects, class schedule and teachers
- Homework, study materials and live classes
- Report card, exam schedule, online exams
- CBT practice, attendance, fees history, library



Parent / Guardian

ONE LOGIN, EVERY CHILD

A parent with three children in the school signs in once and switches between them. This is the portal that ends the phone calls: attendance, results, fees owed, receipts, homework, events and direct messaging to teachers — plus the ability to **pay fees online** by card or transfer and download the receipt immediately.

- My Children switcher
- Attendance & absence alerts
- Report cards & exam schedule
- Fees history, invoices & online payment
- Homework & attachments
- Hostel & transport allocation
- Leave applications for their ward
- Events, messages and notifications

Admissions, students & academics

Every module below is included in your subscription. Any module you do not want can be switched off per campus from Settings, and it disappears from the menus of everyone in that branch.



Reception & Front Desk

- **Admission enquiry** — log every walk-in and phone enquiry with follow-up dates
- **Visitor log** — who came in, who they saw, in and out times
- **Call log** — incoming and outgoing calls with purpose and follow-up
- **Postal record** — dispatch and receipt register
- **Complaints** — logged, assigned and tracked to resolution
- Configurable reference sources, purposes and complaint types



Admissions

WEBSITE LINKED

- **Online admission** — applications submitted from your school website land in the portal
- Review, approve and convert an applicant into an enrolled student in a few clicks
- **Create admission** manually for walk-in registration
- **Bulk import** — bring in a whole class from Excel / CSV
- **Multi-class** enrolment for students taking classes across levels
- Student categories (day, boarding, scholarship, staff ward, etc.)



Student Records

- Full student profile — bio-data, guardian details, photo, documents
- **Configurable fields** — show, hide or make required any of 30+ admission fields
- **Custom fields** — add anything unique to your school
- Sibling linking, so families are visible as families
- Deactivate a login with a recorded reason (withdrawn, owing, transferred)
- Auto-generated login credentials, printable per class



Parents & Guardians

- Guardian records linked to one or many wards
- **One parent login** covering every child in the school
- Parent contact details feed SMS, email and in-app alerts
- Login deactivation control
- Parent-side leave applications and messages reach staff instantly



Staff & Employees

- Employee records with departments and designations
- Role assignment — teacher, accountant, librarian, admin or your own custom role
- Qualifications, contract details, bank and payroll data
- Staff attendance and per-staff timetable
- Login deactivation for leavers, records retained



Academic Structure

- **Classes & sections** — Nursery to SSS3, with streams (A, B, Science, Arts...)
- **Assign class teachers** per section
- **Subjects** — theory / practical, core / elective, per class assignment
- **Class timetable** and per-teacher schedule
- **Promotion** — move a class up at session end, carrying records forward
- Session and term settings with dates, and one active session



Homework, Study Materials & Live Classes

- **Homework** — set per class, section and subject with due dates and file attachments
- Students submit; teachers **evaluate and score**, with an evaluation report per class
- Automatic homework reminders to students and parents
- **Attachments Book** — upload syllabus, notes, past papers and reading lists by type
- **Live class rooms** — scheduled virtual lessons students join from their portal
- Live class attendance reports showing who actually joined



Sessions, Terms & the Academic Year

- **Academic sessions** created per year, with one marked active school-wide
- **Terms** defined with start and end dates that drive fees, exams and reports
- Every record is **stamped to its session**
- **Previous sessions stay readable** years later
- **Promotion** moves a class into the next session while preserving history
- Active sessions are protected from accidental deletion

Attendance, examinations, results & CBT

This is where most of a school's manual labour sits, and where the system pays for itself fastest.



QR-Code Attendance

FLAGSHIP

- Every student ID card carries a **unique QR code** generated by the system
- Scan with **any phone camera** — no scanners, readers or extra hardware to buy
- Mark a whole class or the school gate in seconds
- **Parents are alerted automatically** when a child is marked absent
- Works for staff attendance too — clock-in and clock-out
- Configurable submission windows so late scans cannot be back-dated
- Student and employee reports by date range
- Feeds straight into report cards and attendance analytics



Daily & Subject Attendance

- **Student attendance** — present, absent, late, half-day, holiday
- **Subject-wise attendance** for period-by-period tracking
- **Employee attendance** for staff punctuality records
- **Exam attendance** per exam hall and paper
- Eight attendance reports — daily, monthly, overview, subject and staff



Exam Master

- **Exam terms** — first CA, second CA, mid-term, terminal exam
- **Mark distribution** — set the weighting of CA vs exam per subject
- **Grade ranges** — your own bands, remarks and grade points
- **Exam halls** and seating capacity
- **Exam schedule** — dated, timed timetable published to students and parents
- **Admit cards** generated per exam



Marks, Positions & Report Cards

- **Mark entry** per subject — teachers only see their own subjects
- **Automatic totals, averages and grades** from your distribution rules
- **Generate positions** — subject position and class position, computed
- **Marksheet template designer** — your logo, headings, remarks and signature blocks
- **Report cards** printed per student or per class, with cumulative session data
- **Tabulation sheet** and progress reports for the exams office



Online Examinations

- **Question bank** organised into reusable question groups
- Objective and multiple-choice papers with time limits
- Students sit the exam in their portal on any device
- **Automatic marking**, results and position generation
- Results published to students and parents when you choose



CBT Practice

WAEC · NECO · JAMB

- A central bank of **real past questions** from WAEC, NECO and JAMB
- Filtered by **exam body, subject, topic and year**
- **Topic-segmented practice** — drill the weak areas, not the whole syllabus
- Timed, exam-style interface so CBT day holds no surprises
- **Instant scoring** with correct answers and results history
- Staff can review results per student and per class



ID Cards, Admit Cards & Certificates

- **ID card designer** — your layout, colours, logo, photo and signature
- Student ID cards with the **attendance QR code** built in
- Employee ID cards from the same designer
- **Admit card templates** generated per exam
- **Certificate designer** — leaving certificates, testimonials, awards, transfers
- Generate for one student, a class, or all staff at once — print-ready

Fees, finance, HR & payroll

The section proprietors read twice. Money in, money out, and salaries — each with an audit trail that makes "we are not sure" an unnecessary answer.



Student Accounting — Fees & Invoicing

CORE

- **Fee types** — tuition, development, exam, uniform, books, bus, hostel, anything
- **Fee groups** per class, section and term, so each level bills correctly
- **Fee allocation** — assign a fee group to a class or an individual student
- **Invoices** with due dates, generated per student per term
- **Part-payments** — a parent may pay in instalments, with the balance tracked
- **Fine setup** — automatic late fees by fixed amount or percentage
- **Discounts & waivers** for scholarships, siblings and staff wards
- **Offline payments** — cash, transfer and POS logged, then **approved** before posting
- **Online payments** — card and bank transfer, auto-reconciled from the gateway
- **Printed receipts** with unique receipt numbers
- **Due fees register** — who owes what, by class, at a glance
- **Automatic fee reminders** by SMS and email on a daily schedule



Office Accounting

- **Accounts** — cash, bank and petty-cash accounts with balances
- **Deposits** — record income beyond school fees (PTA levies, rentals, donations)
- **Expenses** — salaries, diesel, maintenance, supplies, transport
- **Voucher heads** so every entry is categorised for reporting
- **All transactions** ledger with date-range filtering
- Balance sheet, income vs expense and account statements



Payroll

- **Salary templates** — basic pay, allowances and deductions
- **Salary assignment** per employee
- **Salary payment** run with payslips and statements
- **Advance salary** — staff apply, management approves or declines
- Payroll summary report per month and per department
- Salary expenses post through to office accounting



Leave & Staff Welfare

- **Leave categories** — annual, casual, sick, maternity, study
- Staff apply from their own portal; approvers act with one click
- Leave register and reports per staff member and per period
- **Awards** — record staff and student recognitions
- Staff birthday wishes sent automatically



Inventory & Store

- **Products** by category, unit and store location
- **Suppliers** and purchase records with bills
- **Sales** — uniforms, books and supplies sold to students, with invoices
- **Issue & return** of items to staff and students, with overdue chasing
- Stock, purchase, sales and issues reports



How the audit trail actually protects you

- A payment recorded offline sits as **pending until an approver posts it** — collector and approver are two different people
- Every receipt carries a **unique number** tied to one invoice and one student
- Online payments are verified against the gateway, so they cannot be faked
- Parents can see their own full statement, which makes quiet under-receipting visible
- **User login logs** record who signed in, when and from where
- Role permissions mean only named people can edit or delete financial records

Worked example. A JSS 2 parent owes ₦120,000 for the term. They pay ₦70,000 by transfer in September and ₦50,000 by card in October. The system records two receipts against one invoice, shows a ₦50,000 balance in between, stops reminding them the moment the balance clears, and leaves an itemised statement the parent can open at any time — without a single manual calculation.

Communication & school operations

Boarding, transport, library, events and the channels that keep 500 parents informed without 500 phone calls.



Bulk SMS & Email

INCLUDED

- Send to **a class, a section, a whole branch, all parents or all staff**
- **SMS templates** and **email templates** you save and reuse
- Merge fields — each message greets the parent and names the child
- **Schedule for later** — write the resumption notice now, it goes out on the day
- Emails are wrapped in your **branded HTML layout** with logo and footer
- File attachments on emails (newsletters, circulars, fee schedules)
- **Delivery reports** — what was sent, to whom, and when
- Automatic **birthday wishes** to students and staff



In-App Messaging

- A shared **mailbox** across every role — inbox, sent, compose
- Parents message the class teacher; teachers reply from their portal
- Threaded replies with attachments
- Unread counts on the sidebar so nothing is missed
- Keeps school conversations out of personal WhatsApp



Notification Centre

- A **bell and notification centre** in every portal
- A **role × event matrix** you control — decide who gets told what
- Choose the channel per event: **in-app, SMS, email** or all three
- Twelve automated event types (see page 10)
- Turn any of it off if a school prefers silence on a topic



Transport

- **Routes** with named **stoppages** and per-stop fares
- **Vehicles** with driver details, licence and capacity
- Assign a vehicle to a route; allocate students to stops
- **Bus fees are billed automatically** — assigning a student generates the monthly invoice
- Allocation reports; parents see their child's route and stop



Hostel & Boarding

- **Hostels** by category (boys, girls, junior, senior) with wardens
- **Rooms** with bed capacity and occupancy tracking
- Allocate a student to a room and bed
- **Hostel fees billed per term automatically** on allocation
- Allocation reports; parents see their ward's hostel and room



Library

- **Book catalogue** by category, author, shelf and copies
- Students browse the catalogue and **request books** from their portal
- **Issue and return** with due dates per borrower
- Automatic **overdue reminders**
- Staff and students each see their own issued books



Events & Calendar

- **Event types** — holiday, PTA, inter-house, examination, excursion
- Events published to students, parents and staff portals
- Dates, venue, description and images
- Event notifications on the channels you choose



Alumni

- Keep leavers on record after graduation
- Contact details, graduating set and current occupation
- **Alumni events** — reunions and homecomings
- A ready-made channel for fundraising and mentoring

The reports library

Over thirty reports are built in and ready on day one — no report writer, no consultant, no waiting. Each one filters by branch, session, term, class and date range, and prints or exports.



Student Reports

- Login Credential report — printable logins per class
- Admission report by date range
- Class & Section report — enrolment distribution
- Sibling report — families in the school



Fees Reports

- Fees report — billed against collected
- Receipts report — every receipt issued
- Due fees report — outstanding by class and student
- Fine report — late fees applied and collected



Financial Reports

- Account statement per account
- Income reports by voucher head
- Expense reports by voucher head
- Transactions report — the full ledger
- **Balance sheet**
- **Income vs expense** comparison



Attendance Reports

- Student attendance report
- Student daily report
- Student overview report
- Subject-wise report, by day and by month
- Employee attendance report
- Exam attendance report
- QR attendance by date — students and staff



Examination Reports

- **Report cards** — per student or whole class
- **Tabulation sheet** — all subjects, all students, one page
- **Progress reports** — performance across terms
- Online exam results and positions
- CBT practice results per student and class



HR & Inventory Reports

- Payroll summary by month and department
- Leave report per staff and period
- Stock report — current inventory levels
- Purchase and sales reports
- Issues report — items out and overdue

THE DASHBOARD YOU SEE ON SIGN-IN

Enrolment

STUDENTS, STAFF, PARENTS

Collection

FEES COLLECTED VS DUE

Attendance

PRESENT TODAY, %

Cashflow

INCOME VS EXPENSE

A super admin can view the whole group at once or filter to a single campus. Branch heads see only their own campus. Pending items — unapproved payments, book requests, leave applications, admission enquiries, ungraded homework — appear as **count badges directly on the menu**, so nothing waits unnoticed.

Export and print everything. Reports, invoices, receipts, report cards, tabulation sheets, ID cards, admit cards and certificates are all print-ready and can be saved as PDF for filing, WAEC submissions, board meetings or auditors.

Automated alerts & notifications

The system works overnight. A scheduler runs every day and sends what is due — no staff member has to remember, and nothing depends on one person's diary.

AUTOMATED EVENT	WHO IS NOTIFIED	CHANNELS
Fee due reminders Upcoming and overdue invoices	Parent & student	In-app · SMS · Email
Fee payment receipt Confirmation the moment a payment posts	Parent & student	In-app · SMS · Email
Absence alerts Child marked absent this morning	Parent	In-app · SMS · Email
Exam reminders Upcoming papers from the exam schedule	Student & parent	In-app · SMS · Email
Homework reminders Work due soon or overdue	Student & parent	In-app · SMS · Email
Live class reminders Before a scheduled virtual lesson	Student	In-app · Email
Library overdue reminders Books past their return date	Borrower	In-app · SMS · Email
Inventory return chase Items issued and not returned	Item holder	In-app · Email
Admission follow-up Applicants who started but did not finish	Applicant	Email · SMS
Birthday wishes Students and staff celebrating today	Student & staff	SMS · Email
Scheduled campaigns "Send later" circulars, delivered on the day	Your chosen audience	SMS · Email
New message or reply Someone has written to you in the mailbox	All roles	In-app · Email

YOU STAY IN CONTROL

- ✓

A role × event matrix — decide exactly which roles are notified of which events, and on which channel.
- ✓

Nothing is forced. Any event can be switched off entirely if your school prefers to handle it another way.
- ✓

SMS costs are visible. Message credits are metered per campus, so you always know what communication is costing you.
- ✓

Delivery reports confirm what actually went out — useful when a parent claims they were never told.
- ✓

Templates keep the wording consistent and professional, whichever staff member sends.
- ✓

Quiet by default where it matters — results are only published to parents when you release them.

Why this matters commercially. Fee reminders that go out automatically, on schedule, to every owing parent — without a staff member deciding who to chase — are the single biggest lever on collection rates in a Nigerian school. The same mechanism keeps absence, homework and exam information flowing, which is what parents actually judge a school on.

Your school website, hosting & domain

This is not an add-on and it is not billed separately. Every school on an EduMotion subscription receives a professionally designed website, the hosting it runs on, and a domain name — free for as long as you remain subscribed.

1 — THE SCHOOL WEBSITE



Designed & Built for You

- A modern, mobile-responsive website carrying **your name, crest and colours**
- Home, About, Academics, Admissions, Gallery, News & Contact pages
- Photo galleries, news and events sections
- Enquiry and contact forms that reach your inbox
- Search-engine friendly so parents can find you on Google



Wired Into the Portal

INTEGRATED

- **Online admission form** on the website feeds straight into the portal
- Applicants can **check their admission status** online
- A **Portal Login** button takes parents, students and staff to their dashboards
- News and events publishable from one place
- An **admin panel** so your own staff can update content — no developer needed

2 — HOSTING, DOMAIN & INFRASTRUCTURE

Domain name	Included free while subscribed — e.g. <i>yourschool.com</i> or <i>.com.ng</i> / <i>.sch.ng</i> , subject to availability. Registration, renewal and DNS management handled by us.
Web hosting	Included free while subscribed. Secure cloud hosting for both the website and the school portal — no server to buy, house, power or maintain on your premises.
Portal address	Your portal runs on your own web address (for example <i>portal.yourschool.com</i>), so staff and parents sign in to your brand, not a generic one.
SSL certificate	Included and renewed automatically. Every page loads over HTTPS , so logins, fee payments and student data are encrypted in transit.
Bandwidth & storage	Unlimited bandwidth with no throttling, and storage that grows with your records, photos and documents.
Backups	Automatic routine backups of your database and uploads, plus an on-demand database backup tool inside Settings that any authorised admin can run.
Uptime	Monitored infrastructure targeting 99% uptime for both website and portal, maintained by our engineers.
Maintenance & updates	All platform updates, security patches and new features are applied for you at no additional charge . There is never a "version upgrade" invoice.
Data ownership	All school data remains the property of the school . You may request a full export at any time.

3 — AVAILABLE ON REQUEST (QUOTED SEPARATELY)

- ✓

SMS functionality requires the purchase of bulk SMS credits, which are billed separately
- ✓

Additional website pages or a bespoke design beyond the standard build
- ✓

Biometric or turnstile attendance hardware integration
- ✓

On-site training days beyond the included onboarding sessions

In plain terms: the per-student subscription in our quotation covers the software, the school website, the hosting, the domain, the SSL, the backups, the setup, the training and the support. If it is listed in this brochure and not marked "on request", it is already paid for.

Integrations & moving your existing records in

EduMotion connects to the services a Nigerian school actually uses. Every integration below is **configured for you during onboarding** at no additional charge — you supply the account details, we do the wiring and testing.

PAYMENT GATEWAY — COLLECTING FEES ONLINE

Paystack	Card, bank transfer and USSD — the payment methods Nigerian parents actually use. Parents pay from the portal; the invoice is marked paid and the receipt is issued automatically, with no one at the school having to reconcile it by hand.
Offline methods	Cash, POS and direct bank transfer are logged as defined payment types , then approved before posting — so online and offline collections reconcile in one ledger.
Settlement	Funds settle directly into the school's own bank account through your own gateway account. WebMotionHQ never holds your fees.

MESSAGING — SMS, EMAIL & WHATSAPP

Termii	Nigerian SMS delivery with DND-capable routes , so messages still reach parents whose lines are on do-not-disturb — the reason many school SMS systems quietly fail.
Email (SMTP)	Sends from your school's own email address , per campus. Every email is automatically wrapped in your branded layout with logo, footer and social links.
WhatsApp	WhatsApp contact settings for parent-facing quick contact from the portal.
Test before you trust	Built-in "send test SMS" and "send test email" buttons confirm the configuration works before a single parent is messaged.

GETTING YOUR EXISTING DATA IN — MIGRATION



What We Migrate for You

- **Students** — names, classes, sections, admission numbers, bio-data, guardians
- **Parents / guardians** with phone numbers and emails for messaging
- **Staff records** with departments and designations
- **Fee structures** — heads, amounts and due dates per class and term
- **Outstanding balances** carried in as opening invoices
- **Subjects, classes and the timetable** as currently run



How It Works

- Send us whatever you have — **Excel, CSV, or an export from your old system**
- We supply a simple template; the bulk import tool loads a whole class at once
- Where records are on paper, we advise on the fastest capture route
- Data is checked with you class by class before go-live
- **Custom fields** let us carry across anything unusual you track
- Migration is **included** in onboarding — not a separate line item

Nothing you already own is wasted. Existing bank account, existing SMS units, existing domain name, existing email addresses — all can be carried into the system rather than replaced. If you already own a domain, we point it at your new website at no cost.

Security, access control & reliability

A school system holds children's records and the school's money. Both are protected by design, not by policy alone.



Who Can See What

- A **permission matrix** per role: view, add, edit and delete granted separately, module by module
- **Unlimited custom roles** — an exams officer who sees marks but not salaries; a bursar who sees fees but not staff records
- Teachers are scoped to **their own classes and subjects**
- Parents and students see **only their own records**
- Modules can be hidden entirely per campus



Multi-Campus Isolation

- Each branch's data is **separated at the system level**, not just filtered on screen
- A branch head **cannot see or edit** another campus's students, staff or finances
- Only the proprietor / super admin spans all campuses
- Each campus keeps its own fees, sessions, settings and branding
- Group-level reporting still rolls everything up for the owner



Account Security

- **Two-factor authentication (2FA)** available for staff and admin accounts
- Passwords stored encrypted — never in plain text, never visible to us
- **User login log** — who signed in, when, and from which device
- Instantly **deactivate a login** when staff or students leave, with the reason recorded
- Session timeouts on idle accounts



Data Protection

- **HTTPS / SSL encryption** on every page and every payment
- Automatic routine backups, plus **on-demand database backup** from Settings
- Hosted on encrypted, monitored cloud infrastructure
- Payments verified against the gateway — records cannot be forged
- **Your data is yours**, exportable on request at any time

RELIABILITY COMMITMENTS

99% TARGET UPTIME	Daily AUTOMATED BACKUPS	24/7 PORTAL AVAILABILITY	Free UPDATES & PATCHES
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A note on continuity. Because the system is cloud-hosted, a stolen laptop, a failed hard drive, a burnt-out office or a departing staff member does not cost you the academic year. Any authorised person can sign in from any device the next morning and the school's complete records are exactly where they were left.

OUR UNDERTAKINGS TO YOUR SCHOOL

Confidentiality	Student and staff records are treated as confidential. We do not sell, share or mine your data, and we do not use it for any purpose other than running your school's system.
Access by our team	Access is by your request. Our engineers act on a support issue you have raised, for that purpose only. Routine maintenance is carried out at platform level. Your student, staff and financial records are not browsed, extracted or reviewed outside a request you have made.
Confidentiality agreement	We will sign a non-disclosure agreement with your school on request.
Exit & portability	If you discontinue, your complete data is exported and handed over. There is no hostage clause.

A day in the life of your school

Modules on a list are abstract. Here is an ordinary Tuesday, from the gate at 7:30am to the proprietor's phone at 6:00pm.

7:30 AM • AT THE GATE

Students arrive and scan in

A staff member at the gate scans ID cards with a phone. Attendance for the whole school is marked as students walk in — no register, no roll call eating into first period.

8:15 AM • PARENTS' PHONES

Absence alerts go out on their own

Every child not scanned in triggers an automatic SMS and in-app alert to their parent. A parent who thought their child left for school finds out this morning, not at the end of term.

9:00 AM • BURSARY

Fees come in through two doors, one ledger

Three parents pay online from the portal overnight — those invoices are already receipted. Two pay cash at the office; the clerk logs them and the bursar approves them before they post. Nothing enters the books unapproved.

10:40 AM • JSS 2 CLASSROOM

Marks are entered, results compute themselves

The Mathematics teacher enters second-CA scores for their class. Totals, grades and subject positions recalculate instantly against the school's own mark distribution and grading bands.

12:15 PM • FRONT DESK

An enquiry becomes an application

A walk-in enquiry is logged with a follow-up date. Meanwhile two applications arrive through the website's online admission form and appear in the portal for review — the admissions officer converts one into an enrolled student in three clicks.

2:00 PM • LIBRARY & STORE

Books out, uniforms sold, stock updated

Two SS1 students collect requested books; the return dates are set and overdue reminders will fire on their own. A uniform sale is invoiced from inventory and the stock count drops accordingly.

3:30 PM • HOMEWORK & CBT

Learning continues past the gate

Homework is set with an attachment and a due date; reminders will chase it. SS3 students open CBT practice and work through WAEC past questions by topic, scored instantly.

4:45 PM • STAFF ROOM

Admin work that used to be evening work

A teacher applies for casual leave from their own portal. The head approves it with one click. Payroll for the month is already assigned and waiting to be run.

6:00 PM • THE PROPRIETOR'S PHONE

The whole group, in one screen

Enrolment, today's attendance percentage, fees collected against fees due, income versus expense — for one campus or all campuses at once. No one had to prepare a report.

Notice what nobody did in that day. Nobody carried a register. Nobody totalled a mark sheet. Nobody wrote a receipt by hand. Nobody phoned a parent about an absence, chased an owing family one by one, or stayed behind to prepare a report for the proprietor. The work still happened — the manual labour around it did not.

Implementation & onboarding roadmap

A typical school is live in **three to four weeks**, and can be live faster if your records are already in Excel. We do the configuration and the data loading — your staff are asked for decisions, not data entry.

STAGE 1 • DAYS 1-3

Kick-off & discovery

One session with your head, bursar and exams officer. We capture your structure: campuses, classes and sections, subjects per class, session and term dates, fee heads and amounts, grading bands, CA weighting, and who should hold which role. *Your input: about two hours.*

STAGE 2 • WEEK 1

System setup & branding

We build your academic structure, fee structures, grading and report-card design, then apply your crest, colours and school details. Roles and staff accounts are created. ID card, admit card and certificate templates are designed to your taste.

STAGE 3 • WEEK 2

Data migration & verification

Students, guardians and staff are imported from your records; outstanding balances are carried in as opening invoices. We then verify with you **class by class** before anything is published to parents.

STAGE 4 • WEEK 2-3

Website, domain & integrations

Your website is designed and published, the domain and SSL are configured, and the online admission form is connected to the portal. Payment gateway, SMS and email are configured and **tested end-to-end** with live test transactions.

STAGE 5 • WEEK 3

Staff training

Role-based sessions rather than one generic lecture: administrators, bursary, teachers and the front desk are each trained on what they will actually use. Recorded walkthroughs and quick-reference guides are left behind for new staff.

STAGE 6 • WEEK 4

Parent & student roll-out

Login credentials are generated and distributed per class, ID cards with QR codes are printed, and we supply the letter and SMS text that introduce the portal to parents. We are on hand for the first wave of parent questions.

STAGE 7 • GO-LIVE AND BEYOND

Hand-holding, then termly reviews

Intensive support through the first two weeks of live use — the period when questions actually arise. Thereafter a review each term to tighten what you are not yet using, plus refresher training whenever staff change.

What we need from you. A named contact person, your student and staff lists in any format, your fee schedule, your crest and preferred colours, and access to a room with internet for training. That is the entire ask.

WHO DOES WHAT

TASK	WEBMOTIONHQ	YOUR SCHOOL
System configuration & branding	We do it all	Approve the design
Data migration	We import & verify	Supply lists in any format
Website & domain setup	We build & publish	Supply crest, photos & text
Payment & SMS integration	We configure & test	Provide account details
Staff training	We deliver per role	Release staff for sessions
Parent communication	We supply the letter & SMS text	Distribute to parents

Training, support & what's included

Software fails in schools for one reason more than any other: nobody was trained and nobody answered the phone in week three. Our subscription is built to remove that risk.

INCLUDED IN YOUR SUBSCRIPTION — AT NO EXTRA CHARGE

- ✓ All 28 modules — no per-module licensing, no feature tiers to upgrade into

✓ Unlimited staff and administrator accounts

✓ Unlimited parent and student logins

✓ All campuses — pricing is per enrolled student, wherever they sit

✓ Setup, configuration and data migration

✓ Role-based staff training and refresher sessions
- ✓ School website, hosting, domain and SSL

✓ All software updates and new features, for the life of the subscription

✓ Security patches and maintenance

✓ Automated backups and disaster recovery

✓ Technical support for staff, parents and students

✓ Termly review with your dedicated account contact

HOW SUPPORT WORKS

Dedicated contact	A named account contact who knows your school — not a ticket number in a queue.
Channels	WhatsApp, phone and email. Most school questions are resolved on WhatsApp within minutes.
Support hours	Monday to Saturday, 8:00am – 9:00pm. Urgent issues affecting fee collection or examinations are attended to the same day.
Peak-period cover	Extended attention during resumption, fee collection and examination weeks — the three periods when a school cannot afford to wait.
Training refreshers	Whenever you hire new staff, or a term after go-live when your team is ready to use more of the system.
Self-service	Recorded walkthroughs and quick-reference guides per role, so a new teacher can be productive without waiting for a session.

COMMERCIAL TERMS AT A GLANCE

Billing basis	Per enrolled student, per term. A session comprises three terms.
Payment terms	Termly, in advance. Deployment begins once the first payment is confirmed.
Contract duration	Flexible. Subscribe per term or per full session, renewable each term. Either party may discontinue at the end of any term or session — you are not locked into a multi-year agreement.
Setup fee	None. No installation, onboarding, training or per-user charges.
If you leave	Your complete data is exported and handed to you. The school's records never become hostage to the subscription.

One number that matters. Your staff contact us directly — not through the proprietor. A teacher who cannot find mark entry, or a bursar unsure how to reverse a receipt, gets help the same morning without it becoming a management issue.

16 COMMERCIALS

Investment summary

You pay one simple, transparent price per enrolled student — and nothing else. There is no licence fee, no server to buy and no bill for the modules you use. Here is exactly how it is calculated.

Billing basis	Per enrolled student, per term — a session is three terms. You are billed for the students you actually enrol, not a licence band.
What it covers	Everything in this brochure — all modules, website, hosting, domain, SSL, setup, migration, training, support and future updates.
Accounts	Unlimited and free for staff, parents and students. Nobody is left off the system to save money.
Multiple campuses	Priced per enrolled student across the whole group — there is no per-branch licence.
Setup fee	None. No installation, onboarding, migration or training charge.
Discount	Paying for a full session upfront in the first year attracts a discount on the per-student rate.
Bulk SMS	SMS requires the purchase of bulk SMS credits, billed separately . Email and in-app notifications are included.

WHAT THIS REPLACES

BOUGHT SEPARATELY, A SCHOOL WOULD PAY FOR	INCLUDED HERE
School management software licence	Included
School website design	Included
Web hosting, domain name & SSL certificate	Included
Payment gateway & SMS integration setup	Included
Data migration & system configuration	Included
Staff training & refresher sessions	Included
Software updates, maintenance & support	Included
ID card, admit card, certificate & report-card design	Included

THE RETURN, IN THE SCHOOL'S OWN TERMS

- ✓ **Recovered fees.** Automatic reminders to every owing parent, plus receipts that cannot be duplicated — the fastest payback in the system.
- ✓ **Staff hours returned.** Results, invoices, receipts and reports that took days now take minutes.
- ✓ **Enrolment.** A professional website with online admissions turns searching parents into applicants.
- ✓ **Retention.** Parents who can see attendance, results and fees stay confident — and confident parents renew.
- ✓ **No capital outlay.** No server, no licences, no installation, no IT staff.
- ✓ **Exam readiness.** CBT practice on real past questions, at no extra cost per student.

For your exact figure, tell us your current enrolment and we will issue a written quotation with the per-student rate, the per-term total and the full terms of supply — usually within one working day.

Frequently asked questions

The questions school owners and heads ask us most often, answered plainly.

Q Do we need internet for this to work?

Yes — it is a cloud system, so an internet connection is required. It is built to be light on data and works over ordinary mobile internet on a phone, so a modest office router or a staff phone's hotspot is sufficient. Nothing is installed on your computers.

Q What if a parent has no smartphone?

They still receive everything by **SMS** — absence alerts, fee reminders, receipts and announcements. The portal is a bonus for parents who have a smartphone, not a requirement.

Q Our records are on paper and in Excel. Is that a problem?

No. Excel and CSV files are imported directly. For paper records we supply a simple template and advise on the fastest capture route — and migration is included in onboarding, not billed separately.

Q Can we hide modules we do not use?

Yes. Every module can be switched off per campus from Settings, and it disappears from the menus of everyone in that branch. A school with no boarding house never sees Hostel.

Q Can it handle more than one campus?

Yes, at no extra charge. Each campus keeps its own students, staff, fees, sessions and settings, and heads cannot see across into another campus. The proprietor sees everything, or filters to one.

Q Where does the money go when a parent pays online?

Directly into **your school's own bank account**, through your own payment gateway account. WebMotionHQ never holds or touches your fees.

Q Who owns the data?

The school does — unconditionally. You may request a full export at any time, and if you ever discontinue, your complete data is handed over to you.

Q Is the website really free, or free for the first year?

Free for as long as you remain subscribed — website, hosting, domain and SSL. There is no year-two hosting invoice and no renewal surprise.

Q What happens when new features are released?

They are applied to your system automatically at no charge. There is no "upgrade to the new version" fee — the subscription always gives you the current platform.

Q Our teachers are not very computer-literate.

This is the most common concern and the least founded. A teacher's screen contains four things: attendance, marks, homework and messages. Training is role-based, refreshers are unlimited, and we support your staff directly rather than through you.

Q Can we start mid-session rather than in September?

Yes. We carry in current enrolment, outstanding balances and marks already recorded for the term, so you can go live at the start of any term.

Q Can we see it working before we commit?

Yes. We will walk your management team through a live guided demonstration using sample data — administrator, teacher, bursar, student and parent views — and answer questions as they arise.

Three steps to a connected school

STEP ONE

Book a live demonstration

Forty-five minutes with your management team. We show the administrator, teacher, bursar, student and parent portals with real sample data and answer questions directly. No obligation.

STEP TWO

Request your quotation

Tell us your enrolment and we issue a written quotation setting out the **per-student rate, the per-term total and the terms of supply**. Paying for a full session upfront in year one attracts a discount.

STEP THREE

Kick-off, and go live in weeks

We configure the system, migrate your records, build your website, train your staff and hand out parent logins. You open the next term with everything in one place.

WHAT WE WILL SHOW YOU IN THE DEMONSTRATION

- ✓ The **administrator dashboard** for a multi-campus school
- ✓ **QR attendance** scanned live from a phone
- ✓ A **report card** generated from raw marks in front of you
- ✓ A **fee invoice paid online**, receipted automatically
- ✓ The **parent portal** exactly as your parents will see it
- ✓ **CBT practice** on real WAEC and JAMB past questions

Let's put your whole school on one screen.

Get in touch to arrange the demonstration at a time that suits your management team.

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