

PROPOSAL FOR SCHOOLS

The school writes it once. Parents see it on their phone.

Every day, your school learns things parents want to know: who came to school, what fees are owed, how a child did in a test. Today those things sit in books in the office, and parents have to call to ask. Clarvyn keeps them in one place, so the school writes each thing down once and parents can check it on their phone.

WHAT YOU GET	WHAT IT COSTS	EXTRAS TO BUY	WHEN YOU START
An office system, a teacher app and a parent app	A setup fee, then a fee per student each term	None. Everything is included	At the beginning of a term

WHAT IS IN THIS PROPOSAL

- 01 The problem, from both sides
- 02 How Clarvyn connects the two
- 03 It follows your school year
- 04 Fees and money owed
- 05 Marks and terminal reports
- 06 In the classroom and at home
- 07 Everything included
- 08 Keeping children's information safe
- 09 Getting started
- 10 What it costs
- 11 Next steps

The problem, from both sides

The school has all the answers but no time to pass them on. Parents have all the questions but no easy way to ask. So the office phone rings all day, and parents still find things out too late.

The school

HAS THE ANSWERS, BUT THEY ARE STUCK IN BOOKS

PROPRIETOR

You never know today's money

Working out who has paid means going through receipt books and a spreadsheet. By the time you get the figure it is already out of date, and unpaid fees quietly pile up until the end of term.

OFFICE

The same thing, written again and again

One new pupil goes into the admission book, the register, the fees book and the mark book. Answering even a simple question means checking all four.

HEAD TEACHER

Missed registers go unnoticed

The register book travels between the classroom and the office. If a class was not marked, nobody knows until the numbers refuse to add up at the end of term.

TEACHERS

Marks copied over and over

From exercise book to mark sheet, to summary sheet, to terminal report. Every copy is another chance for a mistake, and another evening gone.

OFFICE

The phone never stops ringing

"Did my child come today?" "How much do I owe?" "When is PTA?" The school already knows every answer. Someone still has to stop and give it.

HEAD AND NURSE

Medicine and pick-ups on paper

Medicine arrives with a note on a scrap of paper. Who picked a child up is written in a book at the gate, if it is written anywhere at all.

ADMISSIONS

Enquiries get lost

Parents interested in the school call or walk in with questions. What they were told, and whether they ever came back, lives only in someone's head.

The parent

HAS THE QUESTIONS, BUT NO EASY WAY TO ASK

END OF TERM

Finding out too late

You only learn about the missed days or the falling grade when the terminal report comes home. By then it is too late to help.

FEES TIME

Not sure what you owe, or where to pay

You are going by what you remember from your last visit. Someone forwards an account number on WhatsApp and you cannot be sure it is really the school's. The receipt went through the wash.

WORKING HOURS

Every question means a phone call

To ask anything, you have to call or visit the school during the day. That is exactly when you are at work.

ANY WEEK

Letters that never make it home

Notices come home in the school bag, crumpled, late or not at all. The class WhatsApp group reaches some parents and misses others.

EVERY MORNING

Sending medicine and hoping

You send the medicine with a note. Nobody tells you whether it was given, when, or by whom. You do not know what your child ate at lunch, either.

SCHOOL RUN

No record of drop-off and pick-up

Nothing shows who brought your child in each morning, or who took them home.

CHOOSING A SCHOOL

Deciding without the facts

Fees, class sizes and what a school really offers are hard to find, and even harder to compare, before you decide.

Nobody is doing anything wrong. The school and the parents simply keep the same child's information in different places, and the only thing connecting them is a phone call.

02

How Clarvyn connects the two

Clarvyn gives the school one place to keep everything about each child. The office uses it on a computer, teachers on their phones, and parents on theirs. Whoever knows something first writes it down once, and everyone who should see it, can.

REGISTER

WHAT THE SCHOOL DOES

The class teacher marks the register on a phone, even with no internet. The head can see which classes have been marked this morning. If two people mark the same child differently, the head decides.

WHAT THE PARENT SEES

Whether your child was present, late or absent, every single day. The total for the term adds itself up.

FEES

WHAT THE SCHOOL DOES

The bursar sends out the whole term's bills in one go, after checking a preview first. Payments are recorded as they come in, and a list shows who has owed the longest.

WHAT THE PARENT SEES

What you were billed, what you have paid and what is left. The school's own bank and MoMo accounts to pay into, with a warning if an account name has not been confirmed.

MARKS

WHAT THE SCHOOL DOES

Teachers enter each mark once. The terminal report builds itself from those marks, for a week, a month or the whole term.

WHAT THE PARENT SEES

Your child's term average, class position, best subject and conduct, plus a heads-up if the average has dropped since last term, while there is still time to help.

HEALTH

WHAT THE SCHOOL DOES

Allergies, conditions and medicines are kept on the child's file, and every dose given is written down. Teachers see only serious conditions, and only for the children they teach.

WHAT THE PARENT SEES

Send medicine in with clear instructions and give your permission in the app. See when the school received it, and every time a dose was given, and by whom.

GATE

WHAT THE SCHOOL DOES

The school puts up a gate code and sees a live list of who came in and who left, with each drop-off matched to its pick-up.

WHAT THE PARENT SEES

Scan the code when you drop off or pick up. It is saved under your name, and the school sees it straight away.

NOTICES

WHAT THE SCHOOL DOES

Send a notice to the whole school, one class, parents only or staff only, with files attached. Tag children in photos, and see how many children are in each photo before you share it.

WHAT THE PARENT SEES

Notices from all your children's schools, in one place. The photos your own child has been tagged in.

MENU

WHAT THE SCHOOL DOES

The kitchen posts the week's meals, instead of keeping them in a book.

WHAT THE PARENT SEES

What your child is eating this week, and who to call if a meal needs to change.

ADMISSIONS

WHAT THE SCHOOL DOES

Your school gets its own page in Clarvyn's school directory, written by you. Questions from interested parents all land in one list, next to your replies. A checklist tells new parents what to bring.

WHAT THE PARENT SEES

Compare schools by fees, class size and what they offer, and read reviews from parents whose children actually go there. Ask a question and get the answer in the app.

When a teacher marks one child present, the head gets the attendance figure, the terminal report gets its line, and **the parent knows that same morning**. Clarvyn does that for every row above.

03

It follows your school year

Clarvyn works the way your school year already works. Nothing has to be set up again each term.



Three terms, one unbroken history for each child. Blue shows when bills go out; green shows when reports go home.

Admission

One form for the child's details, parents and class. Or bring your whole pupil list from Excel, and check it before anything is saved.

Setting up the year

Terms, classes, streams and subjects. Start from a ready-made GES, British, American or IB layout, then adjust it.

Daily register

On a phone or a computer, and it works without internet. If two marks clash, the head decides.

Fees

Set fees for each class once. Each child's bill is worked out for you, not typed in.

Marks

Class work, tests and exams on your own grading scale, with or without a score.

Terminal reports

Built from the marks already entered, for any period you choose.

04

Fees and money owed

This is where Clarvyn pays for itself. It is also what parents care about most, after attendance.

Check before you bill

You see a preview of every family's bill first, and that is exactly what gets sent. No surprises.

Every payment in one place

Cash at the office, bank transfers and MoMo are all recorded against the same bill.

See who has owed the longest

Who owes what, and for how long, with the longest first and anything over a term clearly flagged.

A whole term's bills in one go

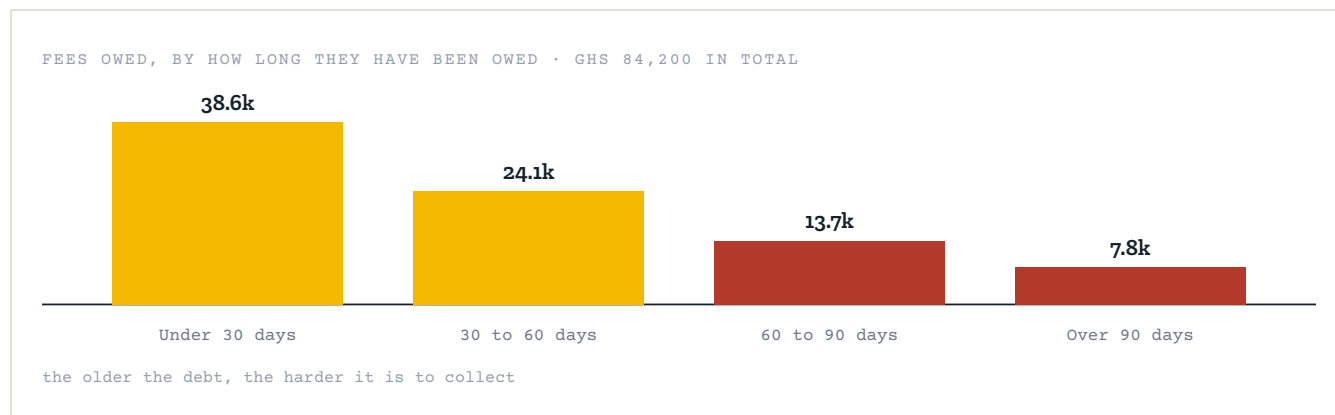
Bill every child at once. If a new child joins late, run it again and only they get a bill. Bills already sent are never changed.

Mistakes are corrected, not rubbed out

Nobody can quietly change a payment. A mistake is fixed with a new correction entry, so every balance can be explained.

Your money goes straight to you

Parents pay into the school's own accounts. Clarvyn never holds your fees.



Example figures only. Sorting what is owed by age shows you which debts you can still collect before they go cold.

Know who owes what, even on a Saturday, without calling the bursar.

05

Marks and terminal reports

Teachers enter each mark once, using the grading your school already uses.

The terminal report and the parent's app both read that same mark, so nothing is copied.



Your school's name

TERMINAL REPORT · SECOND TERM

PUPIL CLASS POSITION ATTENDANCE

Ama Boateng JHS 2B 6 of 38 61 of 64

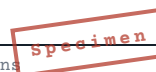
SUBJECT	CLASS WORK 40	EXAM 60	TOTAL	GRADE
Mathematics	32	49	81	A1
English Language	29	44	73	B2
Integrated Science	34	51	85	A1
Social Studies	26	40	66	B3
Ghanaian Language	28	41	69	B3

Class teacher: Hardworking and well organised. Should speak up more in class.

Class teacher

Head teacher

Next term begins



Example only. Subjects, weighting and grades follow your school's own curriculum.

Your curriculum, your grades

Start from GES, British, American or IB, then set your own subjects, weighting and grades.

Marks without numbers

For nursery and practical work, you can mark work without giving a score, and it still shows on the report.

Any period

The same report for a week, a month or the whole term.

No adding up by hand

Term averages and class positions are worked out from the marks already entered.

06

In the classroom and at home

Two apps. The teacher's works in a classroom with no internet. The parent's is made for a parent with no time.

JHS 2B • Register
NO INTERNET

Ama Boateng	Present
Kwesi Mensah	Present
Adjoa Owusu	Absent
Yaw Darko	Late
Efua Sarpong	Present

38 marked • will send when the internet is back

Ama Boateng
JHS 2B

TODAY

Register
Present

Dropped off
07:31

THIS TERM

Attendance
61 of 64

Term average
75 • 6th

FEES

Balance
GHS 640

Pay the school
2 accounts

HEALTH

Medicine given
12:10

Signed in with a code sent to 024...891

Example screens. Left: a teacher marking the register with no internet. Right: what a parent sees for one of their children.

Works without internet

The register is saved on the phone and sent when the internet comes back, with no double entries. The app never says “sent” until it really has been.

All your children, one sign-in

Children in different classes, or even at different schools that use Clarvyn, all under one account.

No passwords for parents

Parents sign in with their phone number and a 6-digit code sent by text. Nothing to remember, nothing to reset.

Only their own children

Parents see only the children the school office has linked to their phone number.

07

Everything included

You do not buy features one by one, and there is no premium package that unlocks attendance or fees.

- Pupil records

- Emergency contacts

- Documents, like birth certificates

- Your own extra fields

- | | |
|--|---|
| <ul style="list-style-type: none"> ■ Import from Excel | <ul style="list-style-type: none"> ■ Admission enquiries |
| <ul style="list-style-type: none"> ■ Admission checklist | <ul style="list-style-type: none"> ■ Your page in the school directory |
| <ul style="list-style-type: none"> ■ Parents and families | <ul style="list-style-type: none"> ■ Academic years and terms |
| <ul style="list-style-type: none"> ■ Classes, streams and subjects | <ul style="list-style-type: none"> ■ GES, British, American and IB layouts |
| <ul style="list-style-type: none"> ■ Daily register | <ul style="list-style-type: none"> ■ Works without internet |
| <ul style="list-style-type: none"> ■ Register corrections by the head | <ul style="list-style-type: none"> ■ Marks and grading |
| <ul style="list-style-type: none"> ■ Terminal reports | <ul style="list-style-type: none"> ■ Fee setup |
| <ul style="list-style-type: none"> ■ Termly billing | <ul style="list-style-type: none"> ■ Payments and corrections |
| <ul style="list-style-type: none"> ■ Money owed, by age | <ul style="list-style-type: none"> ■ School expenses and bills |
| <ul style="list-style-type: none"> ■ Stores and school assets | <ul style="list-style-type: none"> ■ Health and medicine |
| <ul style="list-style-type: none"> ■ Gate drop-off and pick-up | <ul style="list-style-type: none"> ■ Kitchen menu |
| <ul style="list-style-type: none"> ■ Notices and pages | <ul style="list-style-type: none"> ■ Photo gallery |
| <ul style="list-style-type: none"> ■ Staff and roles | <ul style="list-style-type: none"> ■ Office system |
| <ul style="list-style-type: none"> ■ Teacher app | <ul style="list-style-type: none"> ■ Parent app |
| <ul style="list-style-type: none"> ■ Parents' forum | <ul style="list-style-type: none"> ■ Your school crest |

08

Keeping children's information safe

A school holds some of the most private information a family has. These protections are built into the system. Nobody has to remember to switch them on.

It belongs to the school

Your school owns its information, and we look after it for you under Ghana's Data Protection Act, 2012. Ask at any time, or when you leave, and you get a full copy of your records. Then we delete them.

Kept apart from other schools

Each school's information is stored in its own separate section of the database, never mixed in with another school's.

People see only what their job needs

The proprietor, head, bursar, teachers and parents each see only what their role allows. The system itself enforces this; it is not just hidden on the screen.

Photos of children stay private

A photo with a child tagged in it can never be put on the public internet.

We cannot look without leaving a trace

If someone from Clarvyn opens your school to help you, they have to give a reason, and the visit is recorded under their name.

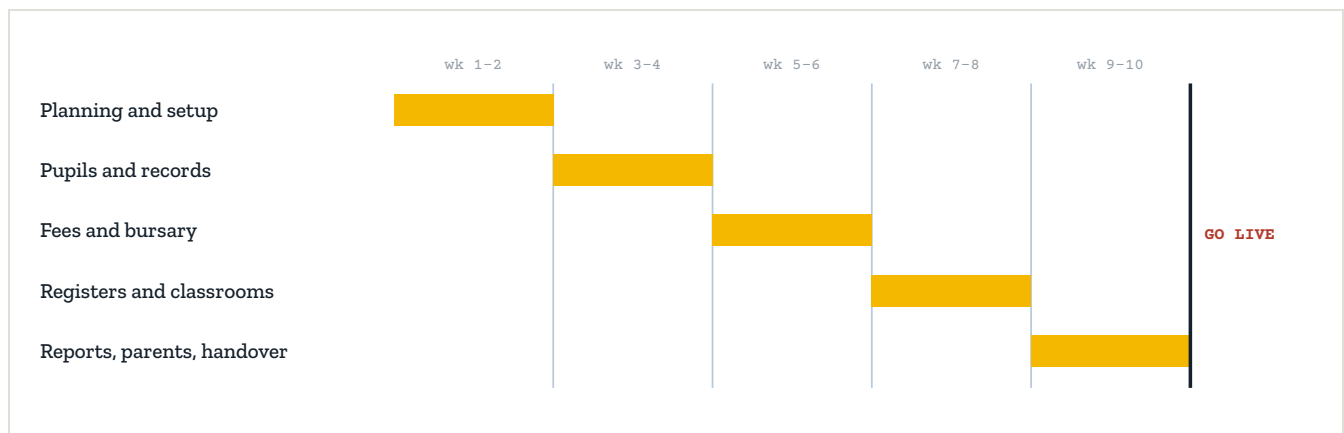
Forum posts do not reveal the school

The parents' forum never shows which school a parent belongs to, so no post can give away where a child spends the day.

09

Getting started

We set things up in stages and switch on at the start of a term. Never halfway through.



A typical plan. Your old way of working keeps running alongside each stage until the person in charge is happy with it.

Moving your records

We bring over your pupils, parents, admission numbers, opening balances and fees from your Excel sheets, and you check everything before it is saved. Old register books stay in your archive.

Training

On site, for each group: office, bursary and teachers. Parents need nothing more than the phone number you already have for them.

Support

One named person to call, with extra help in the first and last two weeks of every term, when schools are busiest.

Running side by side

Your bursar decides when to stop using the old spreadsheet. Not us.

10

What it costs

Two charges. Nothing else to buy.

CHARGE	WHEN YOU PAY	WHAT YOU GET
Setup fee	Once	We bring over your existing pupil list, set up your classes, terms and fees, and train your staff.
Fee per student, per term	At the end of each term	The office system, the teacher app and the parent app, with everything included.
Staff and parent accounts	Free	Add every teacher and every parent.
Premium packages	None	Nothing is held back. Attendance and fees are not extras.

Which students you pay for

You only pay for the students the system actually served that term: anyone marked in the register or billed for fees during the term. If your numbers go down, so does your bill. The number is fixed on the invoice, so the amount will not change after you receive it. A school that takes no register and sends no bills in a term pays for fewer students, never more.

The price

It depends on the size of your school. Bigger schools, and schools with more than one campus, get their own quote. We confirm every figure in writing before you sign anything.

11

Next steps

1 • Sit down together

Two hours with the proprietor, head and bursar. Bring a terminal report, your fee list and one page of your pupil list.

2 • Try it with your own pupils

We load that page into a trial school, so your staff can try it with names they know.

3 • Agree the terms

Your price, the setup fee and the term you will start, all in writing.

4 • Start

At the beginning of a term, with your old records running alongside until each part is signed off.

WHAT WE HAVE ASSUMED

One campus • records kept on paper or in Excel • three terms a year • fees set per class • teachers have Android phones • most parents have a working phone number. If any of these is different for your school, we adjust the plan before you sign.

A school that can see everything on one screen, and **parents who no longer have to call to ask.**

For the school • name, title, date

For Clarvyn • name, title, date

Clarvyn • Proposal for schools • September 2026 • Valid for 90 days • Confidential