Welcome

Thank you for expressing interest in Double First’s award-winning Engage school management system and dedicated school accounting systems. Our passion is to produce first-class, flexible software that unlocks the full academic potential in a school while streamlining administrative burdens.

Double First has made an unrivalled commitment to independent schools by focusing exclusively on that sector. We are based in Yeovil, Somerset, UK, where our products have been developed and supported since 1987. We uniquely provide local support in key markets, with centres of activity in the UK, Spain, Middle East, Asia Pacific, Australia and Southern African regions including a wholly owned subsidiary company in Singapore. The company was recognised in the Queen’s Awards for Enterprise: International Trade 2016.

Our school software systems have been honed through feedback from many leading schools and respected individuals. They provide powerful tools for administration, bursary, marketing and senior academic staff and Engage offers easy to train portals for teachers, parents, students and pupils.

We deploy Engage in PC and Mac environments, hosted, cloud or on premise.

What you see here is a brief overview of the many facets of Engage by Double First. To get the full picture please do not hesitate to contact us by calling our UK office on +44 (0)1935 40 30 20 or email sales@doublefirst.com.

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The Engage School package lies at the heart of our management information system for independent and international schools. It provides school administrators, teachers and leadership teams with access to key information through comprehensive pupil and student, staff and parent databases.

Engage School can be enhanced by a fully featured Website Admissions module. Easily integrated into your school’s website, this provides automated input of website admission enquiries, plus login functionality so that prospective parents can work with you through the application process.

The Engage Analytics dashboard is a further upgrade option, offering a global overview of school performance, at-a-glance, with drill-down capability.

Engage School features

- Pupil and Student, Staff and Parent databases
- Admissions
- Online Parent Portal
- Report Creator
- Document Management System
- Alert notification system
- Recording of medical data and incidents
- Mail Merge tool

Engage School enhancements

- School Website Admissions
- Engage Analytics Dashboard

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or see p36 of this publication for details of our UK, Spain, UAE, Singapore, South Africa and Australia offices
Admissions enables the school to manage all aspects of the admissions process, from first enquiry through as many stages as it requires to successful enrolment. It can also be linked to an optional Website Admissions system, which automatically feeds generated website enquires directly to Engage and enables interactive communication with prospective parents.

Admissions features

- Full tracking of pupils and students, from enquiry to enrolment
- Creation, modification and deletion of admission stages to match school systems
- Analysis of future class sizes and enquiry sources
- Recording of all prospective pupil and student data
- Waiting lists prioritised by parameters set by the school
- Ability to run PDF, print and Excel reports on prospective student data, including appointment lists and interview details
- Mail merge documents for prospective students and parents
- Optional Website Admissions Tool.
Curriculum enables the school to manage its whole subject range, assigning rooms and teachers to specific subjects and creating different sets and divisions within each subject.

Curriculum features

- Each subject can be set per year group or for multiple year groups
- Subjects can be managed by divisions or classes
- The number of periods can be set for each subject per timetable rotation
- The component offers management of pupil and student option subjects
- Pupils and students can be allocated from different year groups to the same class or timetable period
- Allocation of single or multiple teachers to each class
- Full integration with the Timetable Module, Attendance and Report components, as well as the Pupil and Student Portal and Parent Portal
- The option to assign pupils and students to future academic years
- An Academic Year Roll Over Wizard automatically moves each pupil or student into the next academic year

The year group screen

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The Document Management System enables the school to organise documents, invoices and reports to parents as well as tracking all communications with pupils and students, parents and staff.

**Document Management features**

- Central repository for all documentation, letters, emails and scanned items
- Ability to associate all documents with a teacher, pupil and student, or parent
- Flexible security settings allowing only appropriate access
- Create and manage document categories and settings
- Invoices recorded as files and attached to a pupil and student in the DMS for reference
- Search all documents by author, date, pupil and student or file name
- View all associated documents on the pupil and student record page
- Mail merge functionality

Document permission and administration screens
The Parent Portal offers comprehensive remote monitoring of school reports, attendance, upcoming events and tuition accounts from the home or office. In common with our other Portals it also offers fully integrated Calendar functionality.

Parent Portal features

- Full control of the information types seen by parents and access restricted to nominated parents and guardians
- Current and historic reports for all related children
- Ability to view student timetables and attendance
- View events and school-defined option to post notices directly to teachers
- Incidents viewed in real-time as they are being posted
- Full online accessibility. Parents can access the Portal from wherever they can connect to the Internet
- View balances on fees account and print past and present invoices
- Automated, secure registration tools easing administrative burden
- Contact information amendments can be made through the Parent Portal and these are then held on Engage pending approval

Calendar features

- Shared access by multiple users to enable information to be shared across departments
- Options to view by day, week or month to see both an overview of events and specific details with a single click
- Ability to check multiple calendars in one screen with the option to switch individual calendars on and off
- Export functions for popular third party calendars such as Microsoft Outlook and Apple’s iCal
Parent Evening provides a school with automated tools to organise face-to-face contact with parents and guardians. Scheduling, invitations, break slots and acceptances are all handled via the Staff and Parent Portals.

Parent Evening features

- Batches of meetings can be formed between assigned contacts, pupils, students and staff
- Staff can monitor which contacts have booked with them
- Staff can manage their event diaries and set unavailable periods
- Staff can manually book meetings and issue notices to parents
- Parents can see all of the teachers they are scheduled to meet
- Parents are able to receive notices from staff and invitations to specific meetings
- Parents can be provided with an optional range of times and confirm with one-click booking
- The booking schedule remains available to view once confirmed for event planning
- Bookings can be printed out for easy reference on the evening
- Booking percentages are monitored by contact, teacher and event
- Set-up access is governed by permissions management
Report Builder provides flexibility beyond the standard reports supplied with Engage and enables the creation of custom print and Excel reports across a range of data.

Report Builder features

- Designed to create reports across a wide range of data
- Fully configurable report appearance and formatting
- Excel export functions
- Customised permission settings for creating, viewing and editing reports
- Combine data fields to create a single data entry in a report
- Report filtering enabling specific data to be viewed on each report
- Inclusion of up to 20 different data fields for each report
- Preview function which displays a snapshot of the field data being accessed by the report
- Ability to run different data sets against previously created report templates

The report field selection and report design screens
Website Admissions takes an enquiry from a school website and enters that data straight into Engage, saving time and avoiding lost enquiries. Integration in your existing school website is very simple and you can customise the colours to match your branding.

Parents of prospective pupils can register so that they can revisit to check the progress of their applications and add additional information after the initial enquiry. Upload of documents is also managed through this module – they are automatically placed on the Engage Document Management system.

Website Enquiries features

- Automatic email alerts to registrar informing of new enquiries.
- Website admission rate enhanced, with a clear, easy completed form.
- Form is embedded in the school website and is easily implemented.
- Option to upload documents with direct links to the Document Management System (DMS)
- Parents can login to view the progress of prospective pupils and to submit further data and uploads.
- Multiple template styles can be chosen for different admission stages.
- Alternative labels and colours can be chosen for any field.
- Options to choose additional fields and whether they are mandatory or not.
- Drop down lists on the tool are automatically linked to the same settings in Engage.
- Submitted enquiries are instantly downloaded and stored in Engage, pending approval.
- The newly submitted data can be accessed easily via the Prospective Pupil screen.
Engage Analytics is a fully responsive web dashboard that enables you to take a mountain-top view of vital group or school data, at a glance. From there you can drill down into as much detail as you require.

It is designed for school leaders, marketing staff and administrators to take in a picture of activity in their school or group, then to interrogate as required without the necessity of opening Engage itself.

Analytics features

- Presents school data in simple graphical displays where the information you want to watch and analyse can be assessed at a glance
- Works across multiple Engage databases in multiple locations
- Fully web enabled in a responsive skin that adapts to large monitors, laptops, tablets and smart phones
- Set targets and forecasts, then monitor results against customisable parameters such as numbers on role, boarder status, gender splits and cohorts
- Analyse multi-school events, cohort tracking, incident tracking (behavioural, housepoints, achievement, discipline, medical), admissions pipeline and conversions, plus numbers on role
- View the data at a group or individual school level, then year group, then individual pupil
- Widgets can be dragged and dropped, to be placed by users in their preferred priority order
- We can build bespoke widgets to suit specific monitoring requirements
The Engage Teaching package has been designed to deliver excellent support for teachers of independent and international schools.

Engage Teaching features include Curriculum Planning, Attendance Register, Timetabling and Behaviour Tracking functionality, plus the flexibility of access to critical data anytime, anywhere via a secure online Teacher Portal. Teaching staff also benefit from a comprehensive Assessments feature and Performance Tracking tool, enabling teachers to benchmark pupil and student performance.

Additional Engage functionality can be specified through the purchase of the SEN (Special Educational Needs) module, an Extra-Curricular Activities module, our Learning Management System and the Engage Analytics dashboard.

Engage Teaching features

- Curriculum management
- Attendance register and monitoring
- Online Teacher Portal
- Behaviour monitoring
- Assessments and Performance Tracking
- Manual Timetable system

Engage School enhancements

- Learning Management System
- Engage Analytics
- Extra-Curricular Activity booking tool
- Special Educational Needs module
- Integrated Timetable
- Exams and Exam Seating
- Links to third party software including Firefly, Frog, GroupCall and Keith Johnson’s Timetabler
Assessments enables teachers, tutors, and senior academic staff to write and view comments and reports on form groups, pupils and students. Schools can create and modify mark sheets, internal activities and homework.

Assessments features

- Full integration with Curriculum Module and Portals
- Export to PDF or print
- User-level permissions for viewing reports, subjects and classes
- Fully-customised parent reports
- Reports viewed and edited in the Teacher Portal and in Engage
- Reports can be viewed in the Parent Portal
- Excel exporting and importing facility, to enable off-line working
- Comment, numerical, date and yes/no columns
- Comment fields allow members of staff to add their own statements to a report
- Creation of ad-hoc classes for clubs, sports and music
- Multiple format reports for lower and upper schools
- Multi-language capable optional comment banks

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Attendance enables a school to record, report on and monitor pupil and student absence. Registers can be set for classes, form groups and school trips. Full integration is available with the Teacher Portal.

**Attendance features**

- Ability to accommodate school-specific time structures and teaching periods
- Use of colours or symbols for absence to aid identification within registers
- Options to define different types of absence and presence
- Absence and attendance reporting, with print output and Excel export
- Quick Mark function for form, house and group registers
- Ability to link classes to a teacher’s own unique log in
- Full integration with Teacher Portal
- Registers for year groups, form groups and houses, as well as school trips
- Full integration with the Timetable module
Behaviour enables teachers to record any incident involving any pupil or student, including achievements, discipline and medical notifications. Teachers can also add further details to attendance and non-attendance notes.

**Behaviour features**

- The ability to record any achievement, detention, exclusion or medical incident against a pupil and student record
- A pupil linking function, enabling the school to link one student to an incident or action involving another student
- Full integration with the Parent Portal and Teacher Portal
- Display for Parents in the Parent Portal of all incidents involving their children
- A news ticker displaying to teachers with authorised access the latest incidents and actions logged during the day
- Search functions enabling staff to locate quickly incidents from any day or involving any pupil or student
- Access control on incident notifications
- The option to set a follow-up action against any logged incident

![The Behaviour homepage on the Staff Portal, with news ticker](image)

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Performance Tracking improves academic performance by allowing accurate target-setting and monitoring of each pupil’s or student’s achievements through one simple process. Data can be compared against previous academic years and also against national and school-defined targets.

Performance Tracking features

- Benchmarking of pupil and student performance
- Import wizard for historic data
- Traffic light displays (red, amber, green) to signal whether a student is above or below target
- All analysis data captured in the Performance Tracking Module can be exported and saved in Excel
- Display of performance against national curriculum targets
- Monitoring of performance against pre-defined targets for effective forecasting
- In-depth analysis of past and present pupil and student achievement
- Comparisons between cohorts of pupils and students and between individuals

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The Staff Portal enables access to key pupil and student information on web browser enabled computers and mobile devices, from the school or home.

**Staff Portal features**

- Online completion of pupil and student reports for parents, with marking and report comments
- Full attendance marking for each class and lesson
- Detailed information about pupils, students and form groups
- Ability to log incidents and actions directly to a class or student, including Merits, Misbehaviour and Medical issues
- Incidents, actions or documents can be viewed by parents, or only by teachers
- Flexible permission levels to ensure appropriate access
- Linked directly to the school’s Engage database and updated real-time
- Secure remote access, depending on school hosting arrangements
- Enables teachers to have access to pupil and student data without downloading software
- Send and receive notices, with automatic expiry
- Easy to use interface – enabling new members of staff to learn how to use the portal in one hour or less
- Privacy design, allowing sensitive data to be masked in the classroom

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Manual Timetable is a comprehensive creation, planning and staff cover tool, able to manage down to individual pupil, staff member and room level, with multiple timetable capability.

### Timetable module features

- One-week and two-week timetables
- Manual timetable creation
- Full integration with the Staff and Attendance Modules as well as the Engage Portals and Room Booking
- Individual pupil and student timetable printouts
- Period locking – ideal for registration times or fixed tutorial sessions
- Flexible staff planning by allocating preferred periods and by labelling part-time staff

- Easy location of staff, pupils and students by using the staff and student finder function
- Setting of individual timetable parameters for each year group
- Creation of multiple timetables for each year group
- Ability to manage Staff Cover and identify available teachers
- Timetable print options in formats suitable for form rooms, staff rooms or school notice boards
- Optional full two-way integration with Keith Johnson TimeTabler

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**Pupil and student level view of timetable**

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Room Booking features a suite of tools to find free rooms on a timetable that is dynamically updated with all information including academic classes. The user can select and secure vacant periods for their use. Fully configurable user permissions dictate who can view and edit information.

Room Booking features

- Booking is easily managed online, on one page
- The room timetable updates dynamically to show all occupied and free periods
- Access to view and book is controlled by configurable permissions
- Recurring bookings can be created on a weekly or monthly basis
- Rooms can be booked against any time, including breaks, after-school and school holiday periods
- Find Free Rooms functionality assists you to find vacant spaces
- Clashes are highlighted and a notice is sent to the booking creator
Automated Timetable is a comprehensive creation, planning and staff cover tool, able to manage down to individual pupil, staff member and room level. It can be used in manual and automatic modes and handle multiple timetables.

Timetable module features

- One-week and two-week timetables
- Manual or automatic timetable creation with manual fine-tuning using pre-defined parameters
- Full integration with the Staff and Attendance Modules as well as the Engage Portals and Room Booking
- Individual pupil and student timetable printouts
- Period locking – ideal for registration times or fixed tutorial sessions
- Flexible staff planning by allocating preferred periods and by labelling part-time staff
- Easy location of staff, pupils and students by using the staff and student finder function
- Setting of individual timetable parameters for each year group
- Creation of multiple timetables for each year group
- Ability to manage Staff Cover and identify available teachers
- Timetable print options in formats suitable for form rooms, staff rooms or school notice boards
- Optional full two-way integration with Keith Johnson TimTabler

Pupil and student level view of timetable
Activities has been designed to enable schools to manage a broad range of extra-curricular lessons, clubs, sports and other events.

It offers full integration with other Engage modules – including Assessments, Attendance, Curriculum, Room Booking and Timetable. Activity attendance can be marked and assessments recorded.

Engage Activities features

- Activity history for template changes
- Activity recurrence options
- Activity summary reporting options
- Ability to copy activities into different schedules and academic years
- Customisable attendees
- Customisable booking display fields
- Minimum and maximum uptake settings for each activity
- Multiple activity places and times
- Multiple booking phases
- Notifications for activity acceptance and enrolments
- Activity preview for parents
- Pupils can be pre-assigned to activities before publishing to parents and pupils
- Pupil Portal activity widget
- Pupil time slot availability
The Examinations Module provides the Examination Officer a quick and easy system for managing the Examination process from creation of candidates through to production of candidate result slips.

### Examinations features

- Creation of Candidates is linked to the current pupil / student database
- Ability to add an examination set fee per examination series
- Ability to accommodate External Candidates
- UCI, UPN and ULN management
- Creation of entry and amendment files for transmission via VAN
- Ability to mark examinations as ‘preferred’ so that only those exams are made visible in selection dialogues
- Extensive reporting at all stages of the examination management process
- Advanced push-button functionality to add or remove candidates to or from examinations
- Production of user-defined Excel spreadsheets for monitoring of examination results
- Large choice of reports with user defined sorting and grouping options
- Extended specific support for Examination Officers on e-result days
- Developed in close collaboration with experienced exams officers
- Ability to timetable examinations
- Ability to uplift or discount examination fees by percentage or amount
- All JCQ Data Transfer standards supported
- Customisable room design
- Ability to edit Syllabus, Option and Component names to user required values
- Pupils allocated to individual desks
- Link to Engage Fees Module for easy transfer of examination fees to the payer’s account
- Invigilators assigned to exams
- Ability to add an examination set fee per examination series
- Notification of exam dates and times sent to parents and invigilators
- Large choice of reports with user defined sorting and grouping options
- Advanced push-button functionality to add or remove candidates to or from examinations
- Developed in close collaboration with experienced exams officers
- Ability to uplift or discount examination fees by percentage or amount
- Customisable desk labels
- Candidate lists
- Customisable desk labels
- Candidate lists

### Exam Seating features

- Customisable room design
- Pupils allocated to individual desks
- Invigilators assigned to exams
- Notification of exam dates and times sent to parents and invigilators
- Exams displayed on room timetables
- Customisable desk labels
- Candidate lists
Learning Management System adds a fully integrated managed learning web portal to Engage. Customisable Homework Buddy and Homework Diaries make in-school and remote homework easy to access and submit for staff and students, while enabling teachers to mark and return work using one system.

Learning Management System features

- Two alternative styles aimed at pre-teen and teenage age groups
- Personalisation of the backgrounds and graphics to users’ choice
- Access to individual real time daily and weekly timetables
- Administrators and Teachers can control and create student accounts
- Students can request help, state work progress and submit online
- Students and parents can view marks and notes on submitted work
- Class list with further information links
- Pupils and students can access homework, classwork, assignments and references from school or home
- Pupils and students are able to see future tasks and work plans
- Access control for pupils and students is managed through the Teacher Portal
- All work uploaded from the pupil and student is visible to the parent, together with progress updates
- Pupil and students can upload work or files for the teacher to view and mark

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Special Education Needs provides the tools necessary to manage a school’s SEN and Gifted and Talented programme. It includes two forms of additional support registers, including Individual Education Plans, which allow a teacher to set specific goals and targets for each student.

**SEN module features**

- SEN and Gifted and Talented registers
- Dual registers – pupils and students can be placed on both SEN and Gifted and Talented lists
- Fully adjustable Individual Educational Plans (IEPs)
- Functions to set individual targets, provisions and outcomes
- Ability to set provisions against a specific pupil and student target
- Analysis screen to record the outcome of each target
- Full management of events
- Easy allocation of staff or an organisation to an event
- Ability to allocate an event to a target or review
- Allocation of provisions, such as picture cards or laptops, against a specific pupil and student target

![The IEP information screen in the SEN Module](image)

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Schools have been increasingly using text messaging as a key method of communicating with parents, both for emergency situations but also for routine messages. From September 2015 Engage will feature the ability to text individuals, or groups selected by a wide range of parameters.

**SMS integrated tools features**

- All mail merge templates can be sent as the body of a personalised text message to single or groups of parents, students, pupils and staff

- Quick impersonal messages can be sent to single or groups of parents, students, pupils and staff

- SMS can be sent to parents quickly and individually from the contacts area

- Certain absence types in attendance marking can be set by the school to trigger an SMS that will be sent either automatically on taking attendance, or at a set time in the day

- The Engage SMS solution will include a service provider that can work in each of the countries in which we operate and competitive pricing for texts. You’ll have a single point of contact with Double First to manage your account
The Engage School App for iOS and Android significantly improves the flow of information between parents and the school. It enables quick and secure access to timetabling, school notices, current fee balance and student reports.

Simple features such as click-to-call and click-to-email through the App speed up contact between the school and parents. Push notification ensures that parents have no reason to miss critical school messages, even when on the move.

A customised version is also available for those wishing to use their own branding on the Engage School App. The work undertaken includes adding a crest or logo, colour scheme and photographs, to match your school identity.

Engage School App for Parents features

- Compatible with iOS phones and tablets and Android devices*
- Access lesson timetables on a per-student basis
- Save Lessons Calendar Events directly to the phone calendar via the App
- View attendance data for each child, including illness and lateness
- Read and reply to school notices
- Access all school contact details, with click-to-call or email functionality
- View pupil and student reports
- Check medical data and incidents
- Read in many language formats
- Log-in using existing Parent Portal credentials (once access has been approved by the school)

* Compatibility maintained to two most recent versions of iOS and Android

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The Engage Finance package is the foundation component of all school financial data within the Engage management information system.

Engage Finance enables independent and international schools to manage pupil and student charges, invoicing, collections and debtors. It also offers full sales ledger capability and split charging, all in a completely integrated way.

The Engage Finance package can be seamlessly teamed up with our education focused Engage Accounts suite, which offers all of the financial and stock control facilities you would expect, or linked to other leading accounting packages.

### Engage Finance features

- Customisable charges including fees, deposits, insurances and ad-hoc payments
- Deposit management functionality and quick receipt feature for multiple cash receipts
- Link with the Parent Portal, enabling parents to view their account details
- Links to Engage Activities for billing of extra-curricular activities and events
- Invoicing per student or per family
- Automated sibling discount functionality
- Invoicing by email
- Non-academic billing for rentals or the sale of goods and services

### Engage Finance enhancements

- Engage Accounts package
- Double First Accounts
- Double First Payroll
- Links to other external accounting software
Engage Accounts provides the ultimate solution to bring your financial and academic management together. Developed and supported by Double First and fully integrated with Engage, this powerful suite is suitable for smaller schools right up to large groups. Multi-currency capable, with a five-tier account structure, Accounts offers teacher and parent access via Engage Portals and the same regular upgrade and customer-led development that is a valued hallmark of our Engage management information system.

Engage Accounts features

- Developed by Double First, fully integrated with Engage
- Multi-tier accounts, with flexible reporting options
- All previous years accessible, multiple periods open to view
- Department level budgets, any combination of nominal codes
- Each budget can have a hierarchy of owners and levels of approval
- Staff requisition > authorisation > requirement > purchase order workflow
- Full stock control and EPOS shop options
- Fixed asset module, linked through from orders
- Multi-currency capable, to three decimal places
- Built-in commitment accounting

See over for more details

“Engage Accounts is very intuitive and easy to use...the live functionality and ability to pull things straight through from Engage is brilliant.”

Sarah Hall, Bursar
Belmont Preparatory School

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Account Structure
- Nominal Codes – up to 10 digits – each linked to Sections, Headings and Groups for flexible reporting
- Can be marked as ‘inactive’
- In addition there are further optional levels such as Cost Centres, Departments and more if required

Period Structure
- Each period has a start and end date
- Periods default based on the date entered (or the earliest open period if that period is closed)
- Multiple periods can be open at once
- Full transactions are kept forever – nothing is lost

Purchase Ledger
- Multiple contacts per supplier
- Invoices entered from orders or directly
- Authorisation process for invoices
- Remittance advices can be emailed in bulk

Budgets
- Can be entered against any combination of Nominal Codes, Cost Centres and Departments
- A Budget can be set for a Department to spend on any Nominal Code
- Can be created with an even spread, or by using spread templates
- A Budget can be copied from the previous year with a percentage or fixed rise
- Budgets are linked to a hierarchy of staff members defining who can place requisitions, who can authorise (and to what level) and who can order

Requisitions
- A Requisition is a request to ‘spend money’
- Staff restricted to which Budgets they can spend
- Budgets are checked live for current period only period to date and full year
- If Budgets are exceeded then you can block, warn or ignore

Requirements
- If the Requisition is within limits it will be automatically approved and, if not, it will be passed on to another staff member

Exporting reports
- A built-in Report Generator can edit an existing report or, for advanced users, create your own reports
- Data can be exported easily from all grids (which can be filtered and sorted on any column)

Multi-currency
- Can be used for multi-national schools and ordering from an overseas supplier
- Currencies to three decimal places are fully managed by the system (not rounded on the fly)

Stock Control (optional)
- Purchase Orders can link to Stock Control
- Goods received process can be automated so that Purchase Orders go straight to invoices
- If Stock Control is used, then there is a full goods received process and stock items can be issued to budgets

Shop – with EPOS (optional)

Fixed Assets (optional)
- Fixed Assets can be imported from a spreadsheet when first setting up
- Once running, Fixed Assets can be requested from a budget, flowing through Purchase Orders and Invoices created on the ledger
- Depreciation can be straight line, reducing balance and have a residual value
- Fixed Assets barcode option (with correct hardware)
- Fixed assets can be serial number tracked
The Double First Accounts package has been proven over many years. It is still available and supported as an alternate to the full Engage Accounts suite.

Double First Accounts features

- Ability to set semi-automated tasks using preset parameters
- Three-level accounts structure (division, nominal and cost centre)
- Period-based accounting
- Fully flexible VAT customisation, including partial VAT accounting
- Invoice approval module
- Bulk payment routines including printed cheques and BACS
- Full bank reconciliations with search and archive facilities
- Complete integration with Double First Engage Fees
- Multi-company accounts
- Dummy system for training
- Mouse and keyboard driven, to help with bulk data entry
- Ability to apportion bills for different areas of the school (for example nursery, prep and senior)
- Creation of management accounts in Microsoft Excel
- Fully adjustable security settings, enabling authorised staff only to make adjustments
- Teacher-friendly budget reports

For further information

call Double First Sales on +44 (0)1935 40 30 20, visit our website www.doublefirst.com

or see p36 of this publication for details of our UK, Spain, UAE, Singapore, South Africa and Australia offices
Double First’s standalone Payroll RTI software offers an easy-to-use solution for maintaining personnel information, processing pay runs and online reporting. It is compliant with the new UK HMRC PAYE RTI (Real Time Information) requirements.

Double First Payroll RTI features

- Approved by the DfE and fully compliant with HMRC requirements for online returns
- Compatible with HMRC PAYE RTI (Real Time Information requirements (from February 2013) and handles EAS, FPS, EPS and EYU
- Pay Termly, monthly, four-weekly, fortnightly or weekly
- In-year filing of P45s and P46s
- Full online reporting capability including Year End filing
- Supports salary sacrifice pensions
- Incorporates tiered pension calculations and reporting
- Re-print Payslips at anytime
- Manage, record and run multiple Contracts, per employee, with aggregated payslips and full employee history
- Unlimited user defined adjustments – multiple configurations
- Automated SSP calculations – just tick the boxes
- Handles AOE / SMP / SAP / SPP
- View P11 details at any time – including just before Payroll run
- Run multi-companies
- Unlimited re-runs allowing changes at any time
- Dummy database with which to run tests
- Capable of multi-user application (a server and multiple clients)
- Run multiple pay-run types when dates coincide
- Pay salary into multiple bank accounts
- Option to email P60s at Year End
- Tailored to independent school requirements, no extraneous features
- Integrates with the Double First Accounts
- Payslip stationery available

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Engage offers an innovative cloud-based budget management tool, in partnership with SBS Online. It offers long term budget planning and monitoring in one easy-to-use interface, for single and multiple schools.

**Budget Management features**

- Unlimited financial feasibility scenarios
- Capital investment and expenditure reporting
- Accurate salary forecasting
- Detailed analysis and graphical presentation over 10 years
- Customisable reporting suite
- Student contracts for accurate income projections
- Salary monitoring for complete budget confidence
- Cashflow and balance sheets
- Unique features for organisations supporting multiple schools
Engage options

Early Essence

Early Essence from Double First exclusive partner Formative Data Solutions provides a paperless, time-saving, online solution for tracking the learning of children aged 0-5 in Nurseries and Pre-Prep Schools. It drives the delivery of EYFS and provides parents with current developmental information throughout the year.

Early Essence features

- View reports securely online, print reports and save to a standard format
- Securely tag evidence to individual or multiple children whilst including the developmental stage they are working at (for example 30 to 50 months)
- Deliver half-termly or termly reports including an electronic scrapbook of the child’s learning with long and short observations and multimedia records
- Record and save evidence instantly including video, photo, audio and pictures using any platform
- Generate professional reports including booklets showing the children’s learning journeys as they progress through to more formalised learning at Key Stage 1
- Multi-lingual capability allowing all members of the community to collectively work towards a child’s development
- Early Essence can be deployed standalone and it also integrates fully with Engage and with Primary Essence to enable tracking of pupil and student development seamlessly right through from 0-18 Years

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Primary Essence from Double First exclusive partner Formative Data Solutions provides specialist online child development, tracking and reporting for Prep School children aged 5-11. It combines the crucial areas of EYFS into one coherent solution to drive measurable improvements in Prep School teaching.

Primary Essence features

- Access to a secure and accessible package for pupil and student progress
- Record evidence in seconds from any platform — laptop, mobile smartphone or tablet
- Generate reports for parents and provide access to an electronic scrapbook
- A mobile app and upload facility enables practitioners to tag their photographic, video and audio observations with levels, comments and subject-specific APP statements
- Monitor progress of SEN, vulnerability, safeguarding information
- Set personalised learning targets for pupils and students
- Monitor progress of the more able and interventions, with historical data storage
- Primary Essence can be used as a standalone solution; it integrates fully with Engage and with Early Essence to enable tracking of pupil and student development seamlessly through from 0-18 Years

For further information

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Effective support, training and communication is an essential part of your relationship with any school management information system provider. We ensure your school maximises its time on the things that count – educating pupils and students, engaging parents and informing staff.

Double First has worked closely with the independent school sector for more than 25 years. We have an unrivalled understanding of the academic and administration priorities of individual schools and education groups.

Our training and implementation team anticipates that your school will have its own wants and wishes regarding the system and will work with you to ensure successful adoption across all users.

To support you 24/7 you have access to our Support Centre with a knowledge library, helpful documents, video guides. You can raise tickets for support and you'll have full visibility of progress on your requests.

As you get to know Engage you'll want to make your own suggestions for its ongoing development. Our Share Ideas portal enables you to propose and vote on new features and improvements and to discuss with other schools their thoughts and priorities. There's a monthly release of Engage so you'll see the best of those ideas get delivered through the year.

You'll also be invited twice per year to take part in our user groups which are held regionally, worldwide. This is a great opportunity to meet other schools and the Double First team, to discuss best practice and learn about optimising Engage in your school.
Engage around the world

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