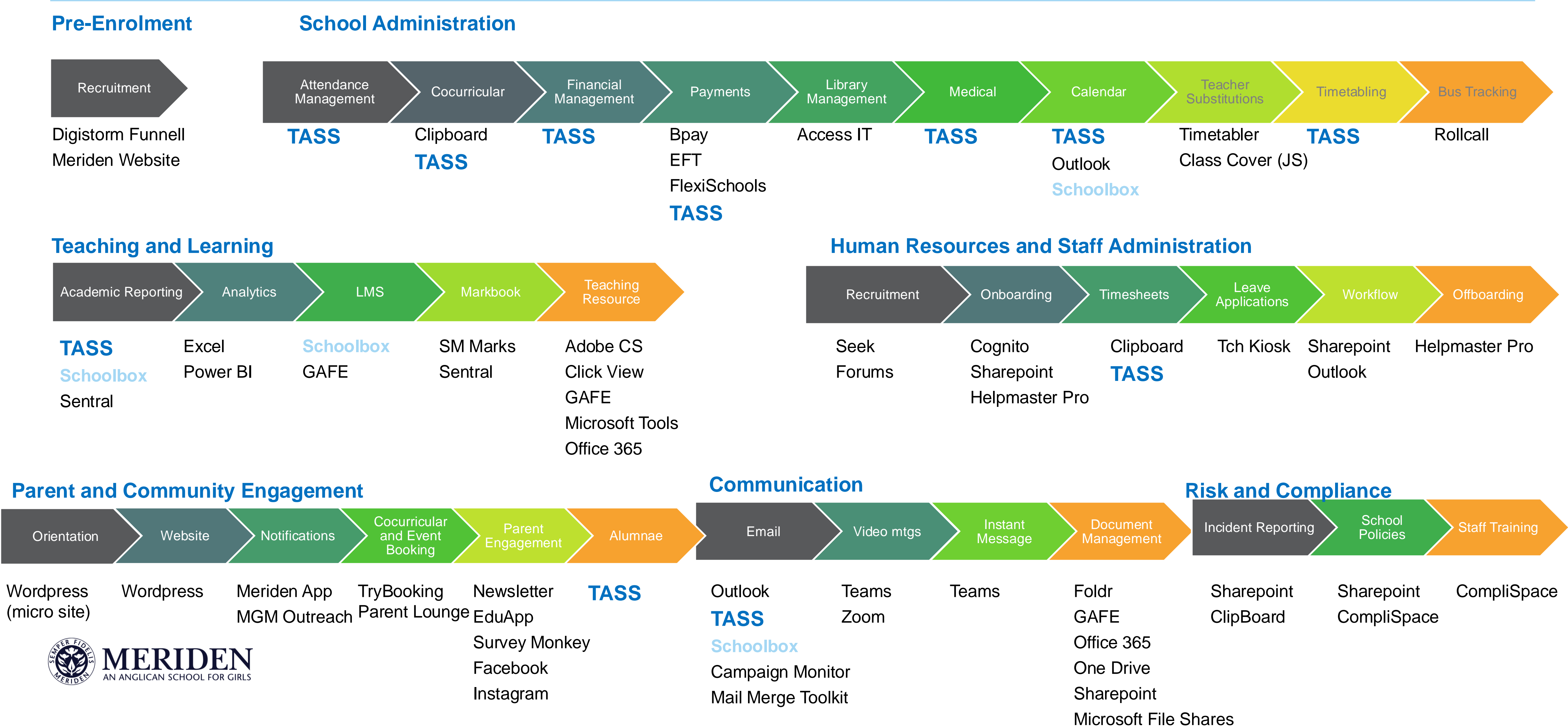


Meriden School

Our TASS Journey

August 2024

TASS is our main enterprise system at Meriden ... BUT we use many other applications



Our TASS journey began over 20 years ago ...

- We have used TASS as our SMS for more than 20 years.
- We started with the DOS/Windows version in the early 2000's.

- Over this time TASS has significantly developed. Functionality has been added and improved. We have not always changed our practises in line with the systems development.
- We understand that TASS is *never* going to be able to meet all of our requirements, however we feel sure that we can use the functionality that is available to a greater extent.
- It is important to have our systems work together more efficiently.

- In late 2022 we asked TASS to review our operations and do a Health Check, highlighting the areas where we could use the system better.
- This fed into our 3-year strategic plan where two of the key pillars are:
 - 3.5 Refine and streamline processes and systems to maximise teaching, learning and pastoral care
 - 4.5 Improve processes to ensure the efficiency and integration of school information systems

- We created a Director of Projects role in late 2023. We are implementing a PMO with a structured approach to projects ...

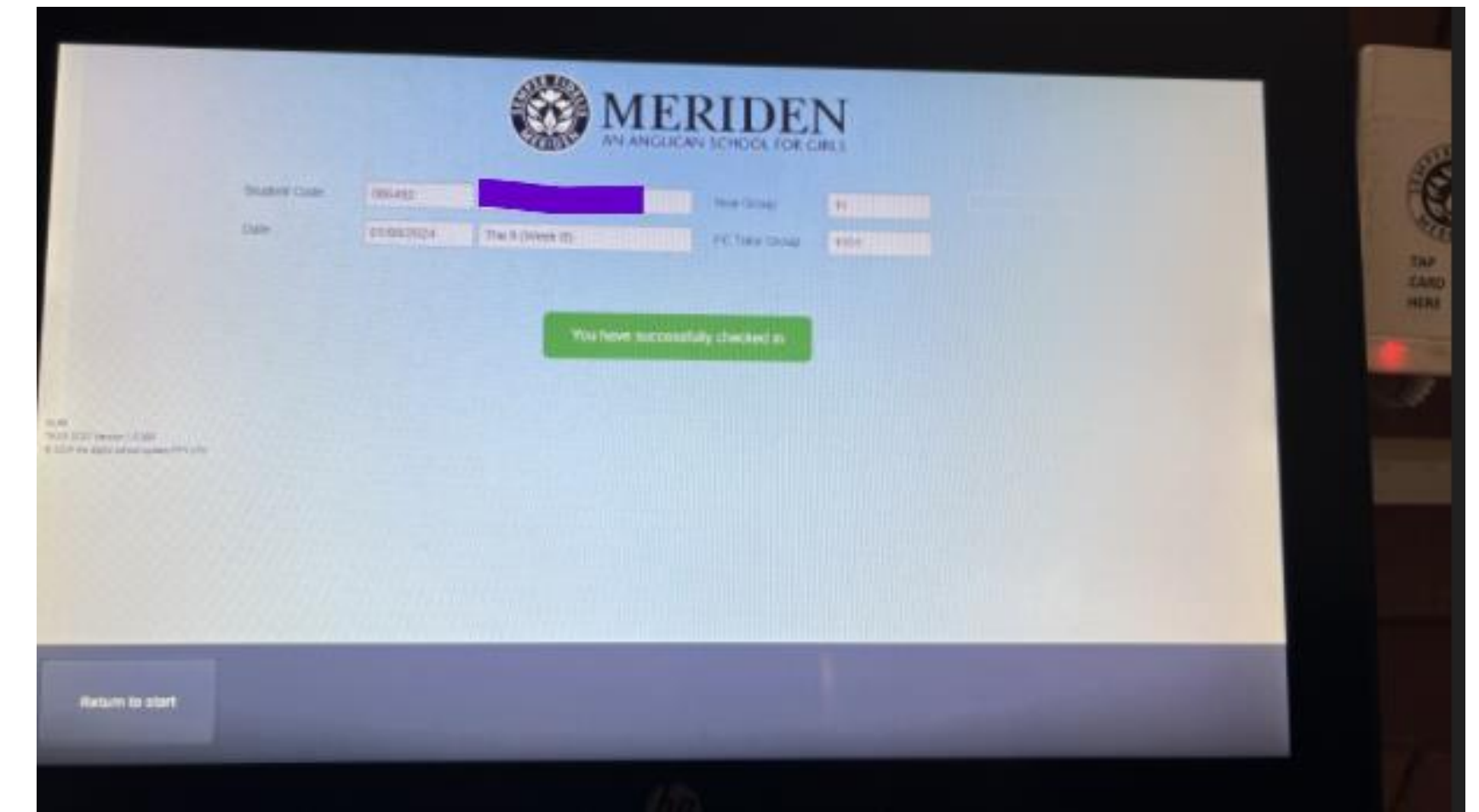
... we have made a start but there is much more to do ...

We are working to use TASS core functionality better

1

TASS Attendance – Implemented Feb 2024

- Our senior school used Roll Marker to record student attendance until the end of 2023. There was an API which feed school attendance information into TASS as the 'source of truth'.
- Meriden worked with TASS to design and implement a system enhancement that allows our students to 'tap-in" via a kiosk when they arrive at school. This was an essential requirement for Meriden.
- TASS attended our beginning of year staff day to train teaching staff on the use of the attendance module. Feedback from our teaching staff has been positive. **Classroom roll marking compliance has significantly improved.**
- Students are now able to tap-in and tap-out of the Medical Centre, private music/sport lessons. Our Senior students with flexible timetables are able to tap in/out of the campus. **We now locate our students on campus quickly and easily. Our students now need to be more accountable.**
- We have designed standard reports to enable our year coordinators to **more easily monitor and address** attendance issues.



TASS Attendance – wishlist

- SMS to parents when students are late to school
- Ability for a student to have 2 absences on same day eg incursion and music lesson
- Functionality available for Period 0 available within the attendance module
- More flexibility with the functions available at each kiosk eg Std attendance log in AND Cocurricular attendance

We are working to use TASS core functionality better

2 TASS MarkBook – in progress

- Ensure that TASS is set-up so that are fully operational to enter student results via MarkBook (kiosk) before WebBook is decommissioned (**essential component**).
- Review the TASS MarkBook functionality/calculations with the view of replacing SM Marks with TASS MarkBook (**reduced data entry, one less system at Meriden**)
- Look to import prior year SM-Marks result information and external exam results into TASS MarkBook to build a history of each student's academic results readily available. The **drives efficiency** and enable us to consider the **TrackOne implementation**.
- Look at the possibility of continous reporting to parents using TASS functionality, initially for Year 10 (currently implemented in Schoolbox for Years 7-9). **Improved parent experience.**



We are working to improve links between system where the functionality required is not *core* to TASS

1

Expanding our use of Funnel (Digistorm) and the API with TASS

Another of our strategic priorities is to *Implement a CRM for new enrolments*.

- This has been a significant undertaking.
- Our pipeline is long, and we have applications sitting in TASS that have not been through our Funnel pipeline out to 2032.
- We have now aligned our enrolment pipeline stage definitions between Funnel and TASS.
- Meriden has been using a Funnel student application form for some student applications for the past few years. We have only recently been able to eliminate paper application forms.
- We are now using Funnel to engage with our prospective families for attendance at open mornings to arrange enrolment interviews and to automate some of our communication with prospective families.

Funnel is a preferred partner of TASS

- We have recently turned on the **V3 API between TASS and Funnel**. This enables approx. 50% of the information we collect via Funnel forms to import directly into TASS and has **improved efficiency within our enrolments team**. We are working to improve this further.
- We are working with Funnel and TASS to import the leads (applications) we are holding in TASS from before Funnel was implemented from TASS back into our Funnel pipeline. This will enable us to manage prospective families **consistently and further improve efficiency**.

We are working to improve links between system where the functionality required is not *core* to TASS

2

Employee on-boarding using SharePoint and TASS payroll API

We are working to improve our processes around employee recruitment and on-boarding:-

- We have designed an electronic application form and built Cognito workflows to help with applicant shortlist management.
- We have built Sharepoint workflows to manage the new staff communication and collection of new employee personal information. We eliminated paper on-boarding forms and now use electronic data collection from new employees. We are able to **upload some of our new employee information into TASS via the payroll API.**
- We have workflows to manage communication/confirmations of potential employee interviews and to distribute required information to the interview panels.

Next Steps

- We are working on an expression of interest form and related workflow with the aim of building a list of people who would like to join Meriden should a suitable role become available.
- We would like to build a workflow to increase the efficiency around our procedures for ensuring WWWC checks are always valid.
- We would like to join application and onboarding workflows via prefilled forms
- We would like to find a solution to easily feed applications received via seek.com into our onboarding workflows.

TASS – Projects in our pipeline

Health Records

- Full review of our use of the TASS medical Module.
- Aiming for better use of Parent Lounge and a more efficient process of collating of health information for school camps

ORBIT

- Review of **Parent app** for suitability with probably implementation to follow. **[Replacement of current Digistorm app]**
- Review of **Staff app** for suitability with probably implementation to follow. **[New functionality]**

Parent Comms

- Current product used for Parent email communication is at **end of life**.
- Current emergency SMS communication is through RollMarker (our previous attendance system).
- We are looking for a solution that **integrates with TASS**.

TrackOne

- Relies on Markbook implementation
- **Preferred partner of TASS**
- We are aiming for a more efficient collection of learning analytics data, to allow staff to review the data themselves and explore additional insights through the **implementation of TrackOne**.

Wish list

Substantial API development

- We want **many more fields** available for data transfer via APIs
- This will approve our efficiency significantly (and from TASS's perspective, reduce the number of schools that need to swap out TASS functionality with other software platforms)
- EG Employee onboarding (currently about 50% fields transferred); Student recruitment (Funnel)

Attendance

- Making student kiosks multi-function (at present we have a Sport kiosk, a Music Kiosk and an Attendance Kiosk)
- More than one absence allowed on one day (without requiring staff intervention)

Managing school functions

- We would **love** TASS to fully manage our 'internal' function processes
- All of the information is already in TASS, in one place or another ... mostly available in calendar, events and the payment system in TASS

Integration of School Calendar with Outlook

- Teacher availability data is in TASS (ie what classes are they teaching), but Support Staff use MS Outlook calendar
- To arrange a 'large' meeting involving teaching staff and support staff, you have to jump between systems and there is no one 'point of truth' to make calendar booking efficient
- Also resources like meeting rooms can't be added to Outlook and so booking spaces for meeting, along with people, involves about three different systems at Meriden
- We **desperately need** a 'two way' link between TASS and Outlook to just fix this