CIVICA

Maze

The complete management system that grows with your school

Transforming schools with a complete, powerful and customisable School Management System

Installed in over 2500 schools throughout Australia and overseas

Maze is designed to integrate the disparate school processes of financial management, enrolments, student management, student behaviour, timetabling, VET and academic reporting into a user-friendly, technologically advanced solution.

Maze uses the robust and powerful Microsoft SQL Server database engine and is extremely flexible in all aspects of the database design, from field and table definitions through to user-definable business rules.

eMaze provides secure access to your Maze database from any location (on and off campus) via a web browser. eMaze can be integrated with your school website or portal and is fully configurable to provide appropriate access to the wider school community including teachers, students and parents.

Further improving your school's efficiency

- A single solution covering all aspects of school management including student administration, finances, academic and timetabling
- Customisable to fit your individual school's needs
- Integrated with Microsoft Office
- Use existing or write your own reports using the Maze Report Designer tool
- Access your Maze solutions through the eMaze web interface from any location

eMaze Mobile for recording attendance. To request a demonstration contact the Civica Education Sales team on 1800 816 454.

A school-wide management system that grows with your school

Maze is a modular school management system that allows you to add additional components as and when you need them.

- Fully customisable to your school's specific requirements
- Extensive range of standard and customisable reports, with output to screen, printer, PDF, HTML or MS Excel
- Easy to use Maze Quicklist tool for ad-hoc reporting
- Maze worksheet provides spreadsheet style display and editing of records
- Compliancy with national requirements including ATO, MCEECDYA and DEEWR.

Core Student Administration Module

- School Administration for single and multi-campus Schools
- Families and Students
- Future Students
- Past School Members
- Staff Information
- Awards, Behaviour and Suspension Recording
- Student Absence Processing
- Email and SMS communication with history record

plus Enrolment Enquiries

- Manage enquiries from prospective parents

Finance Module

- Double entry accrual accounting system
- Full General Ledger processing and reporting
- Accounts Receivable – Sundry Debtors and Family Debtors with automated billing
- Accounts Payable with Purchase Orders
- Asset Management and Depreciation
- Inventory and Uniform Shop
- Cost Centre Reporting (configurable on request)

plus Purchase Requisitions

- Streamlined purchasing procedures
- Requisition management and workflow

Timetabling, Calendar & Academic Reporting Module

- Timetable Planning, Generation and Management
- Calendar Functionality
- Events Management
- Exam Timetables
- Teacher Relief Management
- Fully configurable Academic Reporting solution
- Period Based Attendance recording

Payroll Module

- Support for multiple PAYG payer/supplier entities
- PAYG, SGL and FBT reporting
- Leave Management
- Auto-generation of pay runs
- Customisable pay slips

Vocational Education and Training Module

- Utilise multiple Registered Training Organisations
- Manage student VET enrolments and results
- VET Certification reports
- Fully AVETMISS compliant

Human Resource Module

- Manage Positions and Appointments
- Track licenses, associations, registrations and their expiry/renewal
- Manage Induction Process for new staff
- Emergency and medical information
- Self service portal with access to payslips and leave applications

MarkBook Module

- Teacher Assessment Tool
- Integrated with Maze timetable
- Final results transfer to Academic Reporting

Development Office Module

- Fundraising Management
- Track School Associations and Members
- Appeals and Events Management

Connecting and empowering the whole school community

School Administrators

Maze provides a fully integrated range of features and functionality needed by Business Managers, Registrars and the School Management Team including:

- Student enrolment & demographics
- Attendance
- Parent/guardian information
- Emergency/medical information
- Timetables and Calendars
- Reporting to parents
- Integrated finances with automatic fee generation
- Fully customisable chart of accounts
- Easy to use bank reconciliation tool
- Feature rich Debtor and Creditor management
- Versatile payment and receipting – cash, cheque, credit card, EFTPOS and BPay
- Cost Centres and budget management
- Full BAS reconciliation is automated and electronic submission to ATO supported
- Asset Management
- Integrated payroll package.

School Management Team

Maze provides the School Management Team with a range of tools to assist in the day-to-day management of your school, including:

- Timetable planning, generation and management
- Purchase requisition entry and approval
- Teacher mark book data analysis
- Department budget information.

Teachers & Academic Staff

Maze provides a variety of demographic data pertaining to the students they teach. eMaze enables teachers to access and enter data anytime anywhere, including:

- Student and Family contact and demographic information
- Student Attendance records
- Student Behaviour records
- Daily and Weekly Student and Staff Timetables
- Create new and update existing mark books
- Enter purchase requisitions
- Various downloadable reports including class lists.

IT Staff

Implementing and maintaining Maze is made easy with intuitive tools:

- Product deployment designed to work with Microsoft Active Directory (Group Policy) deployment
- Easy user and password management
- Fully customisable throughout all components of the software
- The SQL Server environment enabling cross database access, data replication and advanced query analysis
- Robust security integrated to ensure online access to data is protected
- Integrated Help Desk Reporting Service (HDRS) across all components
- Database management tools

Parents & Students

Parents will have access to their child's school information for the following areas:

- Attendance records
- Timetable and calendar
- Behaviour records
- Academic reports
- Newsletters and bulletins
- Family account information (school fees).

Sacred Heart College is fully co-educational with a student enrolment of approximately 1000. The College is situated on an 8-hectare site overlooking the Indian Ocean.

The curriculum is balanced to develop the spiritual, academic, cultural and sporting potential of students. It also prepares them for living in an increasingly technological and changing society.

Already a long-term Maze user, the college was successfully using Maze to manage all aspects of student records from pre-enrolment, to alumni tracking with integrated finance, billing and fund raising to ensure one time data entry.

Connecting the school community

In an increasingly technological world, Sacred Heart College wanted to embrace the idea of truly connecting the school community and this included access to the rich Maze data built up over years. eMaze provided the solution, extending information and flexible access to Teachers, Staff and Parents from within the school, from home, or over the public internet - with digital encryption of data offering peace of mind and security.

'Having remote access to student data (such as class lists, timetables and marks) via eMaze provides a greater degree of flexibility in working.' **Adrian Goh, Head of S&E**

All teaching staff can access the records of the students they teach and are able to produce a variety of lists and reports easily, anytime, anywhere. Teachers have found eMaze particularly easy to use with its intuitive web interface and they required little training. Giving teachers access to feature-rich Maze data and reports has streamlined workflows, allowing office staff to focus on other duties. Office staff have also reported that electronic pay slips have been an enormous timesaver - no more printing and dropping envelopes into pigeon holes - just click a button in eMaze and all is done.

Online academic reporting

One of the school's first targets when they introduced eMaze was that every teacher would complete academic reporting online. This project was overwhelming in its success – one teacher even completed their academic reports whilst on urgent leave in Ireland, highlighting in a very practical way the benefits of the flexible access the system offers.

'It is fantastic being able to enter my students' results from home via eMaze.' **Gloria Spackman, Teacher**

Involving parents

'eMaze has proved invaluable in enhancing our electronic communications with the parent community. Feedback from parents has been very positive.' **Ian Elder, Principal**

All parents now have access to their children's details, timetables, attendance and financial records via eMaze. Parents now email the school via eMaze with any changes or updates that are required, which has significantly improved the accuracy of records.

Parents can view their children's timetables and know exactly what they are studying at school. As parents can view all absentee data, contact related to student absences is far more immediate.

'Being able to look up my children's timetable is terrific. It is very useful to be able to check their teacher's names and also their absentee records.' **Trevor Lynch, Parent**

Fee statements were trialled at the start of the year and as fast as fee statements were processed, the phone was ringing with parents wanting to pay fees. eMaze's robust security features mean that both the school and parents can feel safe in their online interactions.

Newsletters & Community information

School Newsletters are published via the eMaze portal, saving time and paper resources. This allows the school to cut photocopying charges to families and they now know that every family has the opportunity to read the newsletter. Parents give excellent feedback when emailing via eMaze and the school loves how quick the responses are. The school is also thrilled that more parents are now accessing the school website via eMaze, ensuring the community are accessing up to date policy, news, community and curriculum information. There has been a huge increase in parent contact regarding the school website. eMaze is helping Sacred Heart College's aim to become 'paperless' with the school planning to use eMaze to publish a variety of online forms for such purposes as enrolments and excursions.

Future plans

Sacred Heart College are also looking forward to extending eMaze so that parents can access Interim and Semester academic reports online and download via the web, saving on paper and printing costs.

'We are very excited at the potential of eMaze to provide parents with a portal to a variety of student data such as ongoing assessments and marks.' **Leo DiGregio, Deputy Principal**

eMaze is enabling regular three-way communication between staff, parents and students regarding student achievement, behaviour and attitudes. Teachers and parents now have access to the rich Maze data and this shared information is helping to give all parties a consistent, holistic view of the children at Sacred Heart College.

Customer Testimonial
Aranmore Catholic College, Leederville WA

ARANMORE CATHOLIC COLLEGE
www.aranmore.wa.edu.au
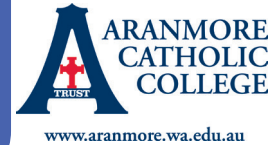
"I take great pleasure in providing you with a testimonial based on our experiences with Maze and Civica Education. When I arrived in Aranmore Catholic Collge in 1988, Maze version 4 was the software used by the College for a number of procedures including Financial Records, Student and Family Records and Timetabling. Over the years Maze grew to include more modules and became more flexible. When CAZ Computer Services sold the software to then RM Asia Pacific, I was anxious that the sale of a local product to a relatively large International Company would mean the loss of our opportunity to have input into enhancements to Maze. The anxiety has proved to be totally unfounded and to my great pleasure, RM Asia Pacific now Civica Education have done everything better than it was done before. Not only are enhancements to the product coming at a much greater rate, but they are also much more stable than they used to be. These enhancements have come from Civica Education listening to users and immediately commencing work on them. Maze has become a flexible reliable and highly customisable product. All software is only as good as its back-up support. Civica Education has recognised this and greatly improved the quality of service and support to match the excellent software that Maze has become. The reason Civica Education has made Maze into an outstanding product, is because they have made the customer the focus of their product development and I am pleased to be able to say they are our 'Trusted Administration Partner'."

Ray Mason – Bursar
Aranmore Catholic College, Leederville Western Australia

Customer Testimonial
Peter Moyes Anglican Community School, Mindarie WA

Act justly ◆ honour God

"We have been using the Maze School Management System for over 10 years and are very happy with the solution. We chose Maze because it allows us to manage all of our administration processes in one integrated system, without the need for third party software. Maze can also be accessed via the web, which was very important to the School. One of the best things about Maze is how flexible it is and the level of customisation available to the School – to give you an example we recently worked with with an RM Solutions Consultant who helped us to integrate Maze with Microsoft Word. The integration of the Parental Consent and Health form with Microsoft Word has been a real time saver in updating all students' details prior to going on camp. With almost 400 Year 7 and 8 parents to contact, to be able to mail merge and customise the form to gather the required information has been a blessing for our administration staff, saving them hours of work. In addition, the School has recently started using the Uniform Shop module. Like most Maze products, it comes as a standard package. The School however required it to work closer to our point of sale system. Civica Education made customisations for a scanner, less key strokes and the cash draw opening on completion of the sale. All is working well and having the whole process, purchase to sale, within Maze allows for an instant analysis of the shop. The service and support provided by Civica Education is second to none. Their staff are experienced and professional and all customisations were delivered on time and on budget, which is very important to me as a Business Manager.

Phillip Cartwright – Business Manager
Peter Moyes Anglican Community School, Western Australia

To find out how Maze can help your school efficiently manage all of its back office processes in one integrated system, visit **www.civicaeducation.com.au/maze** or contact the Civica Education Sales team on 1800 816 454.

Maze

Making the most of Maze

Support Services

We have a team of experienced Project Managers, Solutions Consultants, Trainers and Support Staff offering services throughout Australia and overseas. Our staff have extensive knowledge of school operations with varying backgrounds in accounting, finance, school administration, teaching and IT.

Training Services

Training is an important element of a successful implementation and forms part of all project proposals. Regular training courses are offered throughout the year or we can deliver customised programs based on your school's own database to suit your needs.

Professional Services

The Maze Projects Team offers client-specific customisation of the Maze application layer and provides the following services:

- Development and delivery of new client-specific functionality
- New installations and database setup/configuration
- Database migrations and upgrades.

The team works with each client to gather requirements, produce scope and specification documents and fixed-price quoting. All work undertaken by the Maze Projects Team is backed by our performance guarantee.

Help Desk Services

Our Help Desk Service provides telephone and email assistance for all Maze clients on current helpdesk contracts.

The Help Desk operates on weekdays (excluding Australian National Public Holidays) from 8:30am to 7:00pm (EST), 6:30am to 5:00pm (WST).

In addition to prompt telephone assistance, we provide automatic call logging for emails and access to an online support portal and knowledge base.

Maze

CONTACT

Ph: 1800 816 454
Fax: +61 8 6466 2990
email: educationsales@civica.com.au
Web: www.civicaeducation.com.au

Post: Civica Education
          Level 1
          1 Tully Road
          East Perth WA 6004

          PO Box 6172
          East Perth WA 6892