Online School System – Core Requirements (v1)

1. Purpose

This document defines the **core functional requirements** for the online school system. It focuses on the **student journey, level progression, payment control, and admin oversight**. This version prioritizes Admin operations and manual workflows, with automation hooks added where useful.

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2. Core Concepts

2.1 Level

- One level = **1 month**
- Each level contains **8 sessions** (2 sessions per week)
- A student must complete and pass a level to advance

2.2 Bundles

- Available bundles:
- 1 level
- 2 levels
- 3 levels
- 4 levels
- Bundles have **discounted pricing**
- Bundle levels are consumed **one by one**

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3. Roles (Initial Scope)

3.1 Admin (Primary User)

- Oversees the full student lifecycle
- Sends messages to book placement tests
- Confirms payments and discounts
- Unlocks levels and assigns rounds/classes
- Final authority on student advancement

3.2 Teacher

- Teaches assigned classes
- Marks academic result (Pass / Not Passed)
- Cannot handle payments or unlock levels

3.3 Community Officer

- Runs placement tests
- Communicates test results (level) to Admin
- Communicates with students via WhatsApp
- No financial or academic advancement permissions

3.4 Facebook Page Moderator

- Handles incoming leads from Facebook
- Collects basic lead information
- Hands off leads to Admin

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4. Student Lifecycle (Critical)

Each student level is controlled by **two independent statuses**:

4.1 Academic Status

- `pending`
- `passed`
- `not_passed`

4.2 Payment Status

- `covered_by_bundle`
- `payment_required`
- `paid`
- `blocked`

4.3 Advancement Rule (Non-Negotiable)

A student may advance to the next level **only if**: - Academic status = `passed` - AND payment status = `covered_by_bundle` OR `paid`

If either condition fails → advancement is blocked.

4A. Pre-Enrolment Operations Workflow (Admin / Operations)

This module is **V1 priority**. It replaces WhatsApp chaos with a controlled internal system.

4A.1 Entities Introduced (V1)

- **Lead**: A potential student before payment or activation
- **Placement Test**: A scheduled assessment to determine level
- **Offer**: Level + pricing sent after test
- **Pre-Enrolment Record**: All data before the student becomes active

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4A.2 Lead Creation (Facebook Moderator)

Action: Create new Lead

Required fields: - Full name - Phone number (unique identifier) - Source (Facebook page) - Notes (optional)

System status: `lead_created`

Permissions: - Facebook Moderator: create only - Admin: full edit

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4A.3 Placement Test Booking (Admin)

Action: Book placement test

Fields: - Test date - Test time - Test type (online / live)

System status: `test_booked`

4A.4 Placement Test Execution (Community Officer)

Action: Run test & report result

Fields: - Assigned level (Level 1 / 2 / 3 / 4) - Test notes (optional)

System status: `tested`

4A.5 Offer & Pricing (Admin)

Action: Create offer after test

Fields: - Assigned level - Bundle selected (1 / 2 / 3 / 4 levels) - Base price - Discount amount or percentage - Final price

System status: `offer_sent`

4A.6 Booking Confirmation & Materials (Admin)

Action: Confirm booking intent

Fields: - Book format: PDF / Printed

If **Printed**: - Address - City - Delivery notes

System status: `booking_confirmed`

4A.7 Payment Recording (Admin)

Action: Record payment

Fields: - Payment type (full / deposit) - Amount paid - Remaining balance - Payment date

System status: - `paid_full` - `deposit_paid`

> ⚠️Payment here does **NOT** activate the student yet.

4A.8 Waiting for Round

Action: Move to waiting list

Fields: - Expected round - Notes

System status: `waiting_for_round`

4A.9 Schedule Assignment (Admin)

Action: Assign tentative schedule

Fields: - Class days - Class time

System status: `schedule_assigned`

4A.10 Final Start Confirmation

Action: Confirm exact start

Fields: - Start date - Start time

System status: `ready_to_start`

4A.11 Book Shipping (If Printed)

Action: Ship book

Fields: - Shipment status (pending / sent) - Shipment date

4A.12 Exit Condition from Pre-Enrolment

A student exits **Pre-Enrolment** only when: - Status = `ready_to_start` - AND payment is sufficient

At this point, the student becomes an **Active Student** and enters the Learning module.

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5. End-of-Level Flow

5.1 Teacher Action

- Teacher marks student as:
- Passed
- Not Passed

5.2 System Reaction (On Pass)

- Student level marked as `passed`
- System flags whether next level is:
- Covered by bundle
- Requires payment

5.3 Notifications

- Passed students appear in Admin dashboard
- Community Officer is notified (manual or automated)
- Message template is available for WhatsApp communication

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6. Payment Control

6.1 Manual Payment Workflow (Initial)

- Admin contacts student

- Admin receives payment manually
- Admin confirms payment in system
- System unlocks next level

6.2 Enforcement Rules

- Unpaid students:
- Cannot be assigned to next level classes
- Cannot attend sessions
- Cannot advance

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7. Classes

- Class size: **maximum 5–6 students**
- Teachers may teach multiple classes
- Students are assigned to classes only when:
- Level is unlocked
- Payment rules are satisfied

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8. Reporting (Admin Dashboard)

8.1 Core Metrics

- Total active students
- Students who passed this month
- Students blocked due to unpaid levels
- Students who repurchased
- Students who left (did not continue)

8.2 Definitions

- **Repurchased**: Student paid for next level after passing
- **Left**: Student passed but did not unlock next level within defined period

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9. Automation Hooks (Phase 2)

(Not mandatory for v1, but system-ready) - WhatsApp / Email notifications - Payment gateway integration - Automatic renewal reminders - Attendance-based warnings

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10. Design Principles

- Academic approval ≠ Financial approval

- Admin remains final authority
- Manual-first, automation-ready
- No student advances without explicit system approval

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11. Out of Scope (For Now)

- HR management
- Teacher payroll
- Community moderation tools
- Recorded sessions
- Homework & grading systems

This document is the reference point for all future system decisions. Any feature must respect the lifecycle and enforcement rules defined above.