



Summary of OUR SERVICES
ANNEXURE - A

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Introduction

RITZY SCHOOLS is more than a school with an international reach. We have various aspects of our education programs, the pre-requisites and methods to conduct them. Our services will help in setting up VVR*RITZY SCHOOL without fatigue.

With the ever growing population of educated parents who are conscious of their children's learning and growing needs, the requirement for quality education is consistently increasing. **RITZY SCHOOLS**, with its time tested modern tool of teaching, "**Decant**" and its loving and patient staff, has become a second home for all its students. The "**Milestones**" is an assessment tool designed to assess a wide range of developmental milestones in young children and guide intervention decisions.

To run VVR*RITZY SCHOOL, the most essential criteria is 'love for kids'. We strongly believe that when there is the passion to strive for excellence in the respective field of work, success is inevitable. Hence, if you don't have passion for kids and for moulding their future, you wouldn't be able to do your best for them. Furthermore, **RITZY SCHOOLS** will never compromise on the quality of its services.

Our Services

I. Budget

Setting your budget is the most important step in starting any business. Estimating how much it would cost for the complete set-up of school is a tedious task. **RITZY SCHOOLS** and its staff will give you a complete breakdown of the cost involved in setting up and running VVR*RITZY SCHOOL. Your money should accommodate the pre-requisites & requisites of a VVR*RITZY SCHOOL. The list given in the Annexure E (breakdown of investment in infrastructure, staffing, branding, marketing and capital) gives you an overall idea about the requirements to run the VVR*RITZY SCHOOL with one class for each grade (Grade 1 to 12) in a way that is most beneficial to the students. The amount is given in Indian Rupee. Do keep a good margin between the money you want to spend on setting up VVR*RITZY SCHOOL and the money you can invest (the former being lesser). This is because you can never predict when indispensable expenses turn up.

II. Permissions

We will help you with the list of permissions that you need after taking over in the course of time from various departments for running the VVR*RITZY SCHOOL without hassles.

III. Define VVR*RITZY SCHOOL

RITZY SCHOOLS will help you to set up the courses for Grades 1 to 12 with extracurricular activities such as tutorials, drawing, painting, music, dance, baking, chocolatiering, gardening,

farming, various sports and residential facilities. For optimising the utilisation of resources, we could as well conduct state, national and international events and competitions. We have a 24/7 service support for technical, administrative or any kind of instructional help.

IV. Name

VVR*RITZY SCHOOL is a unique and an attractive name for a school. It's a name that every body around the world, speaking any language can easily remember.

V. Brand Name

The foremost advantage is that you will get an Italian brand name. We will take care that the School maintains the quality standards. We will see to it that the parents would feel comfortable and assured to join their child in the school via various branding and marketing strategies formulated by **RITZY SCHOOLS** Squad. This draws the attention of many people and the admissions are guaranteed. In years to come it will be the most talked about brand of Residential Schools. In fact, our students, their parents and our prospective clients and our competitors, all testimony for the same.

VI. Planning for Set-up

RITZY SCHOOLS Squad will plan the set up so as to run the School successfully. The various areas where support is offered are:

1. Area Selection: An ideal location for each activity in the residential school with ample space.
2. Space Management and Interior Designing.

RITZY SCHOOLS Squad will allocate and plan the indoor space for each of the following:

- | | |
|---------------------------|-----------------------|
| i) Reception | xi) Staff rooms |
| ii) Class rooms | xii) Anterooms |
| iii) Labs | xiii) Stock rooms |
| iv) Audio Visual room | xiv) Kitchen |
| v) Activity Room | xv) Dining rooms |
| vi) Ball room / Play room | xvi) Tuck shops |
| vii) Dining room | xvii) UPS rooms |
| viii) Library | xviii) Staff Quarters |
| ix) Washrooms | xix) Equipment room |
| x) Dormitories | xx) Guard room |

Outdoor Structures:

- | | |
|----------------|------------------|
| i) Landscaping | ii) Amphitheatre |
|----------------|------------------|

iii) Assembly area

iv) Basket Ball court

v) Skating ring

vi) Gymnasium

vii) Martial Arts arena

viii) Football field

ix) Athletic field

x) Shooting range

xi) Table Tennis Tables

xii) Rock climbing

xiii) Swimming Pool

xiv) Badminton Court

NB. All the above and any other additional changes that Ritzy Schools finds it necessary with time.

3. Purchase of running items

i) School Furniture

ii) Play equipments

iii) Equipment for activity room

iv) Interiors

v) School Uniforms

vi) Ration, Fuel & Fodder

vii) Miscellaneous such as stationery items, projector, interactive white boards, etc.

4. Generating and conversion of admission leads.

5. Counselling for admissions.

6. Development of systems, processes and procedures for every activity in campus and out campus.

7. Learning Management System with online facility for management, learning, training, on line classes, security services, App and IOTs.

8. Neuroscience based learning and teaching methodologies.

9. Centre for Cambridge English and Foreign Languages.

10. Human Resource management: Hiring & Terminations of Academic & Administrative Staff, defining KRAs, payments & salaries.

11. Operation Manuals: SOPs

12. Rules and Administration Regulations

13. Committees: Nomenclature, Composition, Members, Meetings, Agendas & KRAs

14. Financial Regulations

15. Maintain Records of Revenue, Expenditure & Profits
16. Format of Audit
17. Defining Fee Structure
18. Teaching Staff: Training & Assessment
19. Admin Staff: Training & Assessment
20. Curriculum: Academics, Sports, ICT & Extra Curricular
21. Teaching Methodologies and Pedagogy Designing: Preprimary, Primary & Secondary
22. Continuous Provision of Psychological Support for students & staff
23. Organising various events, celebrations, competitions, conferences, exhibitions & tours (National & International).
24. Student Exchange Programs
25. Counselling for Higher Education
26. Placement in Institutions for Higher Education
27. Infra Structure: Roads, Pathways, Garden & Drainage Maintenance, Renovation & New Construction
28. Electrical, Machinery & Water Works: Maintenance, Renovation & New Construction
29. Mechanical Transport: Vehicles & Equipment
30. Branding: School Emblem, Motto, Prospectus, Internal & External Signage, P/R, Media Strategies & Uniform
31. Off line & Online Marketing & Promotions: All designs, content & platforms

VII. Forms, Receipts and Paper work

We will provide the following :

- 1) Enquiry form : This form is given to the parents who arrive for the first time at the school. It includes columns for knowing about their personal information. This will be used later for making follow up calls.
- 2) Admission form: This is a form required to be filled by parents at the time of admission.
- 3) Transfer Certificates form: This form is given to the students who are moving out of the school
- 4) Online Feedback form: Parents are able to give their valuable feedback 24 hours.
- 5) Fees collection receipts: These are to be given to the parents after fee payment.

6) Letterheads and stamps.

7) Diary: It is the most integral part of our curriculum. It has to be filled everyday by the teacher to make the parents aware of the happenings at school. It is also used to inform parents about their child's performance.

8) Assessment cards: Assessment Cards include many columns for tracking the complete performance of its students. We follow the American Common Core State Standard assessment system.

9) Health Assessment cards: These will help the parents to monitor their child's growth.

10) Graduation Certificates & Recommendation Letters.

VIII. Selecting the Staff

The success of **RITZY SCHOOLS** is mainly due to the people running it. Teachers and supporting staff represent our school to parents. Hence, we make no compromise in their selection and post selection training.

We recommend the staff as mentioned in Annexure E.

IX. **RITZY SCHOOLS** Software

Our software is an innovation in educational institutions management and administration. It is very user friendly.

The list of all the modules that we offer in our software along with their features.

1. Front Office

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|----------------------|--------------------------|
| i) Admission Enquiry | v) Postal Receive |
| ii) Visitor Book | vi) Complain |
| iii) Phone Call Log | vii) Set up Front Office |
| iv) Postal Dispatch | |

2. Student Information

- | | |
|-----------------------|------------------------------|
| i) Student Details | vi) Student Login Credential |
| ii) Student Admission | vii) Student Categories |
| iii) Student Report | viii) Student House |
| iv) Guardian Report | ix) Disabled Students |
| v) Student History | |

3. Fees Collection

- | | |
|-------------------------|--|
| i) Collect Fees | vii) Fees Group |
| ii) Search Fees Payment | viii) Fees Type |
| iii) Search Due Fees | ix) Fees Discount |
| iv) Fees Statement | x) Fees Carry Forward |
| v) Balance Fees Report | xi) Online payment gateway integration |
| vi) Fees Master | |

4. Income

- | | |
|-------------------|------------------|
| i) Add Income | iii) Income Head |
| ii) Search Income | |

5. Expenses

- | | |
|--------------------|-------------------|
| i) Add Expense | iii) Expense Head |
| ii) Search Expense | |

6. Attendance

- | | |
|------------------------|------------------------|
| i) Student Attendance | iii) Attendance Report |
| ii) Attendance By Date | |

7. Progress Report

- | | |
|-------------------|---------------------|
| i) Exam List | iii) Marks Register |
| ii) Exam Schedule | iv) Marks Grade |

8. Academics

- | | |
|--------------------------|----------------------------|
| i) Class Timetable | v) Subjects |
| ii) Assign Class Teacher | vi) Add Class |
| iii) Assign Subjects | vii) Add Sections/division |
| iv) Promote Students | |

9. Employee Information

- | | |
|---|----------------------|
| i) Add Staff (teaching, admin, and support staff) | ii) Staff Attendance |
|---|----------------------|

iii) Staff Attendance Report	viii) Leave Type
iv) Payroll	ix) Department
v) Payroll Report	x) Designation
vi) Approve Leave Request	xi) Disabled Staff
vii) Apply Leave	
10. Announcements	
i) Notice Board	iii) Send Email / SMS
ii) Send Message	iv) Email / SMS Log
11. Curriculum Structure	
i) Upload Content	iv) Syllabus
ii) Assignments	v) Other Downloads
iii) Study Material	
12. Homework	
i) Add Homework	ii) Evaluation Report
13. Library	
i) Add Book	iv) Add Student
ii) Book List	v) Add Staff Member
iii) Issue Return	
14. Inventory	
i) Issue Item	iv) Item Category
ii) Add Item Stock	v) Item Store
iii) Add Item	vi) Item Supplier
15. Transport	
i) Routes	iii) Assign Vehicle
ii) Vehicles	iv) Student Transport Report
16. Hostel	
i) Hostel Rooms	ii) RoomType

iii) Hostel	iv) Student Hostel Report
17.Certificate	
i) Student Certificate	iii) Student ID Card
ii) Generate Certificate	iv) Generate ID Card
18.School Website management	
i) Event	vi) Menus
ii) Gallery	vii)Banner Images (ads for the school website)
iii) News	viii)Parents Portal
iv) Media Manager (upload School photos and videos)	ix) Students Portal
v) Pages	x) Articles
19.Reports	
i) Student Report	ix) Exam Marks Report
ii) Guardian Report	x) Payroll Report
iii) Student History	xi) Staff Attendance Report
iv) Student Login Credential	xii)Staff Login Credential
v) Fees Statement	xiii)Evaluation Report
vi) Balance Fees Report	xiv)Student Transport Report
vii)Transaction Report	xv)Student Hostel Report
viii)Attendance Report	xvi)User Log
20.System Settings	
i) General Setting	vii)School Website Setting
ii) Session Setting	viii)Roles Permissions
iii) Notification Setting	ix) Backup / Restore
iv) SMS Setting	x) Languages
v) Email Setting	xi) Users
vi) Payment Methods	xii)Modules
21.Academic Module	
i) Content sharing by teachers – pdf, ppt, documents	

- ii) Curriculum planner
- iii) Lesson plans creation and status updates.
- iv) Lesson daily planner and status log-book

22. Multimedia content

- i) Multimedia reference topics for maths and science are included in ERP for classes 5 to 12.
- ii) The solution is hosted on Cloud and is available for smartphone as well, giving 24 x 7, anytime anywhere access.

23. Services

- i) School App at Google Play Store
- ii) Dedicated Hosting on cloud with unmetered bandwidth
- iii) Support and troubleshooting via email or webinar.
- iv) Training to the Staff on how to use the software.
- v) Once in year parent orientation
- vi) Daily backup of entire data

X. **RITZY Learning App**

Built on the concept of 'Tap. Learn. Play,' [Ritzy Learning App](#) uses the best of technology and pedagogy to engage, educate and entertain children up to 12 years of age. It offers a game-based platform of learning activities to develop brainpower and creative abilities in children from a very young age. Interactive applications help kids learn basic reading, speaking and writing skills. With stories, rhymes, shapes, colours and more, [Ritzy Learning App](#) keeps the young learners engaged for hours each week. It is tailored as per the skills and knowledge required kid's specific application that comprises of age-appropriate educational learning solutions for kids up to 12 years of age.

Epilogue

Partnering with **RITZY SCHOOLS** will give freedom to work in your own special way. Any effort will turn fruitful when done with honesty, passion and perfection. Running a School is no different. It is not only a profitable business opportunity, but also a great service to the society. It will also give you the pleasure of building the foundation of the future citizens. It is always fun to see students grow. They have so many things in store for us to learn and teach. Their innocence, constant effort towards any task they perform, the unconditional love they show towards you, are just some of them. Remember that care is the most important thing students need more than anything else! So **RITZY SCHOOLS** is one stop solution in the world of education.

SMILE ALWAYS!

