



# Xrero School Management

A Complete K-12 School ERP — User Manual

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For administrators, teachers, finance, parents & staff

United Arab Emirates edition

Version 1.0 · May 2026 · Complete illustrated guide

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Every screen in this manual reproduces the live Xrero School Management system. All names and content shown are demonstration data.

# 1. Introduction & how it works

**Xrero School Management** runs a whole K-12 school in one place. A child **applies** for admission, is **enrolled** as a student in a class, attends lessons, sits **exams**, and the school manages everything around them — **fees, library, transport, hostel, health, counseling** and **safeguarding** — while **parents** follow progress through a portal. Each area is a connected module under one "School" app.

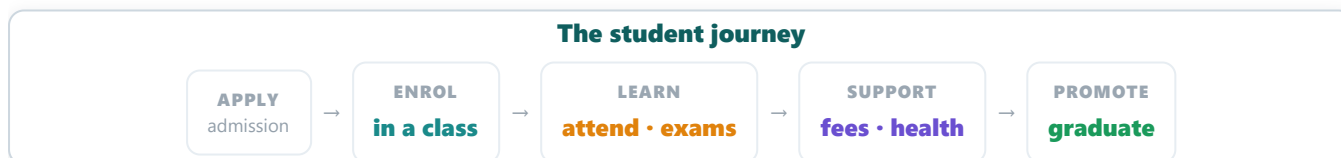


Figure 1.1 — One connected system follows a student from application to graduation.

This manual is for everyone who runs the school: **administrators** and the **registrar, teachers**, the **finance** office, the **nurse, counselors**, transport and hostel staff, and the **parents** who use the portal. All fees are in **AED**.

## Good to know

Because the modules share one student record, information typed once — a child's class, guardian or photo — appears everywhere it's needed, from the attendance sheet to the report card.

## 2. Getting Started & the menu

Sign in to Xrero and open the `School` app. The top menu groups the school into clear sections; what you see depends on your role.

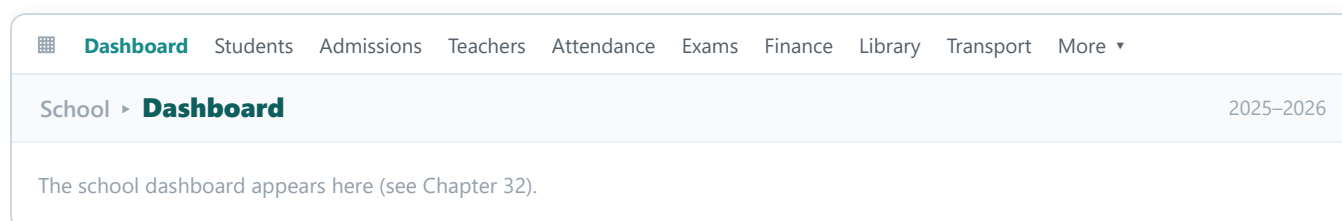


Figure 2.1 — The School app menu, organised by area.

Menu	What you'll find there
Students / Admissions	Enrolled students and incoming applications.
Teachers / Attendance / Exams	Staff, daily attendance and assessment.
Finance	Fees, invoices, scholarships, expenses.
Library · Transport · Hostel · Health	Day-to-day school services.
Parents · Events · HR	Communication, calendar and staff HR.
Configuration	Schools, years, classes, sections, subjects, rooms.

## 3. Configuration — the school structure

Menu path: School > Configuration

Before anything else, set up the structure everything hangs on: your **School(s)**, the current **Academic Year**, the **Classes** (grades) and their **Sections**, the **Subjects** taught, the daily **Periods** and the **Rooms**. This is usually done once a year.

The screenshot shows the 'Configuration > Classes' page for the 2025-2026 academic year. It features a table with the following data:

CLASS	SECTIONS	CLASS TEACHER	STUDENTS
Grade 1	A, B	Ms. Aisha	48
Grade 5	A, B, C	Mr. Omar	72
Grade 10	A, B	Ms. Fatima	53

Figure 3.1 — Classes and sections form the backbone the whole system uses.

Setting	Defines
School	The institution (name, logo, address) — supports more than one.
Academic Year	The school year (e.g. 2025–2026) and its terms.
Class & Section	Grades (Grade 1...12) and their sections (A, B, C).
Subject	The subjects taught (Maths, Science, Arabic...).
Period & Room	Daily lesson slots and the rooms lessons happen in.

## 4. Admissions — applications & approval

Menu path: School ▶ Admissions ▶ Applications

New families **apply** (online or entered by the registrar). Each application captures the child's details, guardians and **documents** — including the UAE **Emirates ID**, passport, birth certificate, photo and any transfer certificate. The application then moves through a clear approval workflow.

Admissions ▶ **APP/2026/0042** Under Review

Approve
Reject
Enrol Student

Draft
Submitted
Under Review
Approved

Applicant	Maryam Al Hashimi
Applying for	Grade 1 · 2026–2027
Guardian	Khalid Al Hashimi · +971 50 ...
Documents	Emirates ID ✓ · Passport ✓ · Photo ✓

Figure 4.1 — An admission application: Draft → Submitted → Under Review → Approved/Rejected.

### From applicant to student

When an application is **Approved**, click Enrol Student — Xrero creates the student record and copies all the details and documents, so nothing is re-typed.

## 5. Students — profiles & enrollment

Menu path: School ▶ Students ▶ Students

The student record is the heart of the system. It holds the child's profile, photo, guardians, class & section, and links to everything about them — attendance, results, fees, library loans, transport and health. Enrollment moves through **Draft** → **Enrolled** → **Promoted** → **Alumni** (or **Withdrawn**).

Students ▶ **Maryam Al Hashimi** Enrolled

Attendance Results Fees Documents Draft **Enrolled** Promoted Alumni

Admission No.	STU-2026-0042
Class / Section	Grade 1 / A
Guardian	Khalid Al Hashimi
Roll No.	12

Figure 5.1 — A student record with smart buttons to attendance, results, fees and documents.

## 6. Discipline records

Menu path: School ▶ Students ▶ Discipline

Log behaviour incidents fairly and consistently. Each record notes the student, the date, what happened and the action — a **Warning, Suspension** or **Expulsion** — and moves **Draft** → **Confirmed** → **Resolved**. The history stays on the student's file for follow-up and reporting.

Discipline ▶ **DISC/2026/018** Confirmed

Student	Yousef (Grade 8/B)
Type	Warning
Date	2026-05-18
Action / Notes	Verbal warning; parent informed.

Figure 6.1 — A discipline record: Warning / Suspension / Expulsion, tracked to resolution.

## 7. Promoting & graduating students

Menu path: School ▶ Students ▶ Promote Students

At year end, move a whole class up at once with **Promote Students**: choose the source class and the destination class for the new year, review the list, and confirm. Final-year students become **Alumni**. It's the bulk action that turns over the school each year in minutes.

**Promote Students**

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From Grade 5 / A · 2025–2026

---

To Grade 6 / A · 2026–2027

---

Students 24 selected

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[Promote](#)

Figure 7.1 — Bulk-promoting a class to the next grade for the new academic year.

## 8. Teachers

Menu path: School ▶ Teachers ▶ Teachers

Each teacher has a profile with their subjects, the classes they teach and their status — **Active**, **On Leave** or **Resigned**. From here you reach their timetable, assignments and leave requests. Class teachers are linked to their class so the right name appears on registers and report cards.

Teachers ▶ **Mr. Omar Saeed** Active

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[Timetable](#)
[Assignments](#)
[Leave](#)

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Subjects Maths, Science

---

Class Teacher of Grade 5 / A

---

Status Active

Figure 8.1 — A teacher profile with subjects, class and links to timetable & leave.

## 9. Timetables & teacher assignments

Build each class's weekly **timetable** — which subject, teacher and room fill each period. A timetable is **Draft** → **Published**; once published it appears for teachers, students and parents. **Teacher assignments** map who teaches what, so attendance and mark entry know the right teacher per lesson.

Timetable ▸ **Grade 5 / A** Published

PERIOD	SUN	MON	TUE
1 (08:00)	Maths	Arabic	Science
2 (08:45)	English	Maths	PE
3 (09:30)	Science	Islamic	Maths

Figure 9.1 — A published class timetable; each cell is a subject, teacher and room.

## 10. Attendance

Menu path: School ▸ Attendance ▸ Daily Attendance

Teachers mark attendance per class and period. For each student choose **Present**, **Absent**, **Late**, **Excused** or **Half Day**; the **attendance sheet** is saved **Draft** → **Confirmed**. Absences can alert parents automatically, and **Attendance Analytics** shows trends by student, class or term.

Daily Attendance ▸ **Grade 5 / A — Period 1** Draft

ROLL	STUDENT	STATUS
1	Ahmed	Present
2	Maryam	Late
3	Yousef	Excused
4	Layla	Absent

[Confirm Sheet](#)

Figure 10.1 — Marking a class register; statuses are Present / Late / Excused / Absent / Half Day.

## 11. Exams

Menu path: School ▸ Exams ▸ Exams

Define **Exam Types** (Quiz, Mid-term, Final...) then schedule **Exams** per class and subject with date, total marks and pass mark. An exam moves **Draft** → **Scheduled** → **Ongoing** → **Completed** (or Cancelled), so everyone knows what's coming and what's done.

Exams ▸ **Maths Final — Grade 5** Scheduled

Start Enter Marks

Draft Scheduled Ongoing Completed

Subject Mathematics

Date 2026-06-05 · 09:00

Total / Pass 100 / 50

Figure 11.1 — An exam scheduled for a class & subject, with total and pass marks.

## 12. Mark entry & results

Menu path: School ▸ Exams ▸ Mark Entry

After an exam, teachers enter marks on a single grid for the whole class. Xrero computes each student's **grade** and a **Pass / Fail** from your grade configuration. The **Results** list then drives report cards and analytics.

Mark Entry ▸ **Maths Final — Grade 5/A** / 100

STUDENT	MARKS	GRADE	RESULT
Ahmed	88	A	Pass
Maryam	72	B	Pass
Yousef	41	F	Fail

Figure 12.1 — Class mark entry; grade and Pass/Fail are computed automatically.

## 13. Grades & skill assessments

Menu path: School ▸ Exams ▸ Grade Configuration / Skills

**Grade Configuration** sets the mark bands (e.g. 90–100 = A). Beyond marks, **skill-based assessment** lets teachers rate competencies — by **Skill Category** and **Skill** — for younger grades or non-exam subjects, recorded as **Skill Assessments** that also appear on the report card.

Grade Configuration				default scale
GRADE	FROM	TO	REMARK	
A	90	100	Excellent	
B	75	89	Very good	
C	50	74	Good	
F	0	49	Fail	

Figure 13.1 — Grade bands; skills add competency ratings alongside marks.

## 14. Assignments & homework

Teachers post **assignments** and homework with a due date and attached **study material**. An assignment is **Draft** → **Published** → **Closed**; each student's submission is tracked **Pending** → **Submitted** → **Graded** (or flagged **Late**). Students and parents see what's due from the portal.

Assignments ▸ <b>Fractions Worksheet</b>		Published
STUDENT	SUBMISSION	
Ahmed	Graded · 9/10	
Maryam	Submitted	
Yousef	Late	

Figure 14.1 — An assignment with per-student submission status.

## 15. Report cards

Menu path: School ▸ Exams ▸ Report Card Generator

The **Report Card Generator** compiles each student's marks, grades, skills and attendance for a term into a printable card. Cards move **Draft** → **Generated** → **Published**; once published, parents can view and download them from the portal. Generate a whole class at once.

Report Card ▶ <b>Maryam — Term 2</b>			Published
SUBJECT	MARK	GRADE	
Mathematics	72	B	
Science	81	B	
Arabic	90	A	
Attendance			96%

Figure 15.1 — A generated report card combining marks, grades and attendance.

## 16. Fee types & structures

Menu path: School ▶ Finance ▶ Fee Structures

Define **Fee Types** (tuition, transport, books, activities...) then build a **Fee Structure** per class — the list of fees a student in that grade owes for the year, in **AED**. The structure is what invoices are generated from, so it only needs setting once a year.

Fee Structures ▶ <b>Grade 5 · 2025–2026</b>			AED
FEE TYPE	FREQUENCY	AMOUNT AED	
Tuition	Termly	9,000.00	
Transport	Termly	1,500.00	
Books & Materials	Annual	800.00	

Figure 16.1 — A class fee structure: the fees a Grade 5 student owes, in AED.

## 17. Generating & collecting fees

Menu path: School ▶ Finance ▶ Generate Invoices

Run **Generate Invoices** for a class or the whole school and Xrero creates each student's **Fee Invoice** from their fee structure. An invoice moves **Draft** → **Sent** → **Partially Paid** → **Paid**, and turns **Overdue** if unpaid past its due date — so the finance office always sees who owes what.

Fee Invoices ▶ **FEE/2026/0188** Partially Paid

Register Payment Draft Sent **Partially Paid** Paid

Student	Maryam (Grade 5)
Total	AED 10,500.00
Paid / Due	5,000 / 5,500

Figure 17.1 — A fee invoice: Draft → Sent → Partially Paid → Paid (or Overdue).

## 18. Payments & scholarships

Menu path: School ▶ Finance ▶ Payments / Scholarships

Record a **Payment** against an invoice (cash, card or bank transfer) and the balance updates instantly. A **Scholarship** reduces a student's fees — it's requested then **Applied** → **Approved** → **Rejected**, and an approved scholarship is deducted automatically when invoices are generated.

Scholarships ▶ **SCH/2026/007** Approved

Student	Yousef (Grade 8)
Type	Merit — 25%
Status	✓ Approved

Figure 18.1 — An approved scholarship that discounts the student's fees automatically.

## 19. Expenses & budgets

Menu path: School ▶ Finance ▶ Expenses / Budgets

Track what the school spends. An **Expense** (supplies, maintenance, salaries...) is logged and approved **Draft** → **Submitted** → **Approved** → **Rejected**, and **Budgets** set a planned spend per category so the bursar can compare actual against plan through the year.

Finance ▶ **Budgets** 2025–2026

CATEGORY	BUDGET AED	SPENT	LEFT
Maintenance	120,000	78,400	41,600
Supplies	60,000	52,100	7,900

Figure 19.1 — Budgets vs actual spend, with expenses approved through a workflow.

## 20. Library — books & members

Menu path: School ▶ Library ▶ Books / Members

The library catalogues **Books** (by title, author, ISBN and **Category**) and tracks copies available. Students and staff are **Members**. Everything is searchable, so the librarian can find a title and see who has it on loan at a glance.



Library ▶ **Books** 1-3 / 312

TITLE	AUTHOR	CATEGORY	AVAILABLE
Charlotte's Web	E. B. White	Fiction	3 / 5
Arabic Grammar 5	—	Textbook	40 / 40
The Solar System	—	Science	0 / 4

Figure 20.1 — The library catalogue with live availability per title.

## 21. Borrowing, reservations & fines

Menu path: School ▶ Library ▶ Borrow / Return · Loans · Reservations

Issue a book to a member with a due date; when it comes back, click **Return**. If a wanted book is out, a member places a **Reservation** (**Pending** → **Available** → **Fulfilled** → **Expired / Cancelled**) and is notified when it's free. Late returns can raise a **fine invoice** automatically.



Library ▶ **Loans** on loan

BOOK	MEMBER	DUE	STATUS
Charlotte's Web	Maryam	May 28	<span style="color: green;">On time</span>
The Solar System	Ahmed	May 19	<span style="color: red;">Overdue · fine</span>

Figure 21.1 — Loans with due dates; overdue items can trigger a fine invoice.

## 22. Transport — routes, vehicles & drivers

Menu path: School ▶ Transport ▶ Routes / Vehicles / Drivers

Set up your bus **Routes** with their stops, the **Vehicles** (with capacity and status **Active** → **Under Maintenance** → **Retired**) and the **Drivers**. Students are then registered to a route and stop, so each bus has a clear, capacity-checked rider list.

Transport ▶ <b>Route 3 — Khalifa City</b>		Active
Vehicle	Bus 7 (cap. 30)	
Driver	Mr. Rashid	
Stops	6 · 22 students	

Figure 22.1 — A transport route with its vehicle, driver and stops.

## 23. Transport — trips & student check-ins

Each day generates **Trips** (morning & afternoon) that move **Scheduled** → **Driver Checked In** → **In Progress** → **Completed**. As students board and alight they're checked in — **Expected** → **Boarded** → **Dropped Off** (or **Absent / Picked Up by Parent**) — giving parents and the office real-time safety visibility. **Complaints** are logged and resolved, and transport fees can be generated like tuition.

Today's Trips ▶ <b>Route 3 — Morning</b>			In Progress
STUDENT	STOP	CHECK-IN	
Maryam	Stop 2	Boarded	
Ahmed	Stop 4	Expected	
Layla	Stop 1	Absent	

Figure 23.1 — A live trip with per-student check-in status for safety.

## 24. Hostel / boarding

Menu path: School ▶ Hostel

For boarding schools, manage **Hostels**, their **Rooms** and **beds** (room status **Available** → **Partially Filled** → **Full** → **Maintenance**), and **Allocations** of students to beds (**Active** → **Checked Out** → **Transferred**). Boarders have their own **attendance** (incl. weekend pass and medical leave), and a **Visitor Log** records who visits.

Hostel ▸ <b>Allocations</b>			Active
STUDENT	HOSTEL · ROOM	BED	STATUS
Yousef	Boys A · 101	B2	Active
Omar	Boys A · 101	B3	Active

Figure 24.1 — Hostel allocations of students to rooms and beds.

## 25. Health & clinic

Menu path: School ▸ Health

The school nurse keeps each child's **Health Record** — allergies, conditions, blood group — and logs **Checkups**, **Vaccinations**, **Medications** (a medication log with status **Active** → **Completed** → **Discontinued** → **On Hold**) and **Incidents** (**Reported** → **Treated** → **Parent Notified** → **Resolved**). Bulk checkups can be created for a whole class.

Health ▸ Incidents ▸ <b>INC/2026/031</b>		Parent Notified
<div style="display: flex; justify-content: space-between; align-items: center;"> <span>Reported</span> <span>Treated</span> <span style="background-color: #008080; color: white; border-radius: 10px; padding: 2px 10px;">Parent Notified</span> <span>Resolved</span> </div>		
Student	Ahmed (Grade 5)	
Incident	Minor fall in PE; ice applied	

Figure 25.1 — A health incident tracked from report to parent notification and resolution.

## 26. Counseling & IEPs

Menu path: School ▸ Counseling

Counselors record **Sessions** with students (**Scheduled** → **Completed** → **Cancelled / No Show**) and maintain **Individual Education Plans (IEP)** for students needing extra support — each IEP has goals and reviews and moves **Draft** → **Active** → **Under Review** → **Completed**. Notes are confidential to the counseling team.

Counseling ▸ IEP ▸ <b>Layla</b>		Active
Goal	Improve reading fluency	
Review date	2026-06-30	
Status	Active	

Figure 26.1 — An Individual Education Plan with goals and a review schedule.

## 27. Safeguarding

Menu path: School ▶ Safeguarding ▶ Concerns Log

Child-protection concerns are logged in a strictly **access-controlled** register and handled **Open** → **Investigating** → **Resolved** → **Escalated** → **Closed**. Only authorised safeguarding leads can see entries — this is the most sensitive area of the system and access is deliberately limited.

### Restricted

Safeguarding records are visible only to designated safeguarding staff. Access changes are made by an administrator — never share these records outside the safeguarding team.

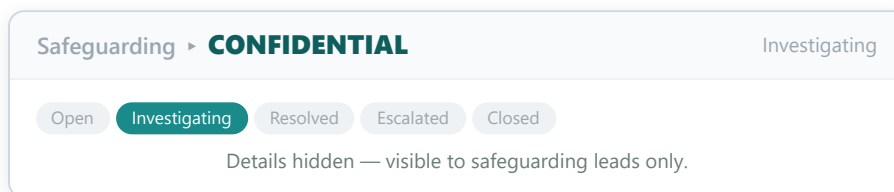


Figure 27.1 — A safeguarding concern; content is restricted to authorised staff.

## 28. Parents — communication & meetings

Menu path: School ▶ Parents

Each **Parent** record links to their children. Send **Communications** (a message moves **Draft** → **Sent** → **Read**, so you know it was seen) and book parent–teacher **Meetings** (**Requested** → **Scheduled** → **Completed** → **Cancelled**). Parents see all of this in their portal.

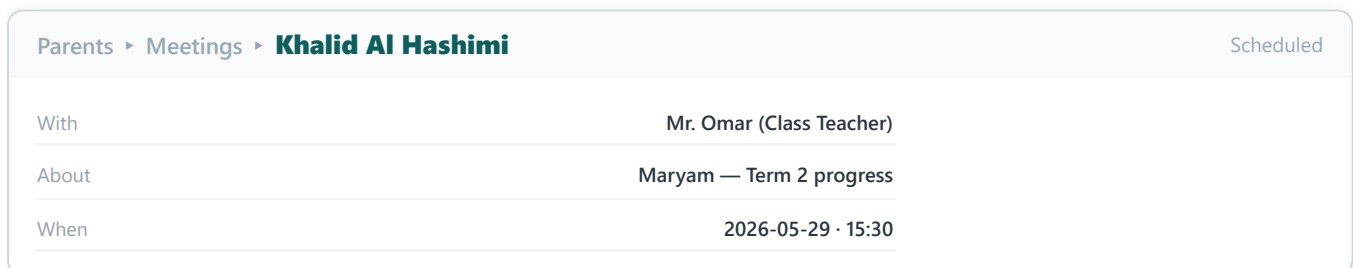


Figure 28.1 — A scheduled parent–teacher meeting, visible in the parent portal.

## 29. Events, holidays & calendar

Menu path: School ▶ Events & Calendar

Publish the school's **Academic Calendar: Events** (sports day, parents' evening), public and school **Holidays**, and **Announcements** to the whole school or a class. Everything flows to the dashboards and the parent/student portal so the community stays informed.

Events & Calendar ▶ <b>May 2026</b>			calendar
DATE	TYPE	TITLE	
May 25	Event	Sports Day	
Jun 1	Holiday	Eid Al Adha (TBC)	
Jun 5	Exam	Final exams begin	

Figure 29.1 — The academic calendar of events, holidays and key dates.

## 30. Staff HR & payslips

Menu path: School ▶ HR

Manage school **Staff Members** and their **Contracts**, track **Leave** (by leave type, with requests approved like teachers'), and produce internal **Payslips** with **Generate Payslips**. This is a self-contained staff HR for the school (it isn't tied to the finance ledger).

HR ▶ Payslips ▶ <b>May 2026</b>			12 staff
STAFF	ROLE	NET AED	
Mr. Omar Saeed	Teacher	9,200.00	
Ms. Aisha	Teacher	9,000.00	
Mr. Rashid	Driver	3,400.00	

Figure 30.1 — Internal staff payslips generated for the month.

## 31. Certificates, ID cards & notifications

Menu path: School ▶ Configuration ▶ Certificates / Notifications

Produce official documents on demand: **Issue Certificate** generates enrollment letters, transfer certificates and the like, and student **ID cards** print from the profile photo. **Send Notification** pushes an announcement or alert to chosen parents, students or staff.

Certificates ▸ **Issue Certificate** draft

---

Student Maryam Al Hashimi

---

Type Enrollment Certificate

---

Language English / العربية

---

[Generate PDF](#)

Figure 31.1 — Issuing an official certificate for a student.

## 32. Dashboards

Menu path: School ▸ Dashboard

Role-based dashboards give each team its headline numbers: the **Admin Dashboard** (students, attendance today, staff), the **Finance Dashboard** (fees collected vs outstanding) and the **Admissions Dashboard** (applications in the pipeline). They're the first screen each morning.

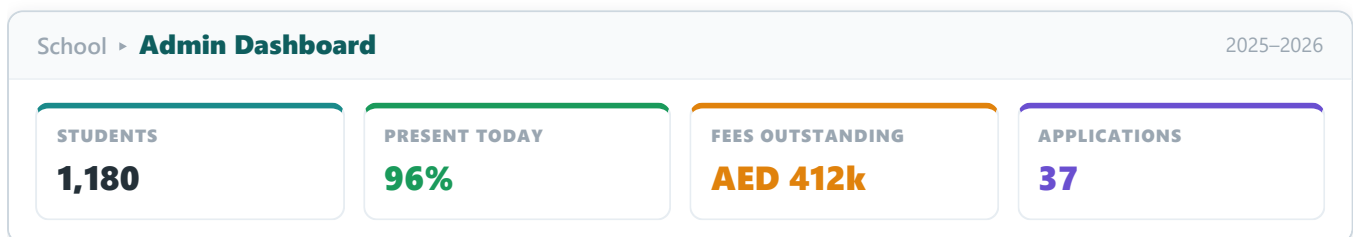


Figure 32.1 — The admin dashboard: the school's key numbers at a glance.

## 33. The parent & student portal

Parents and students get a secure **portal** (no backend access). There they see attendance, timetable, results and report cards, fee invoices and balances, assignments, announcements and meetings — and can message the school. It's the family's window into school life.

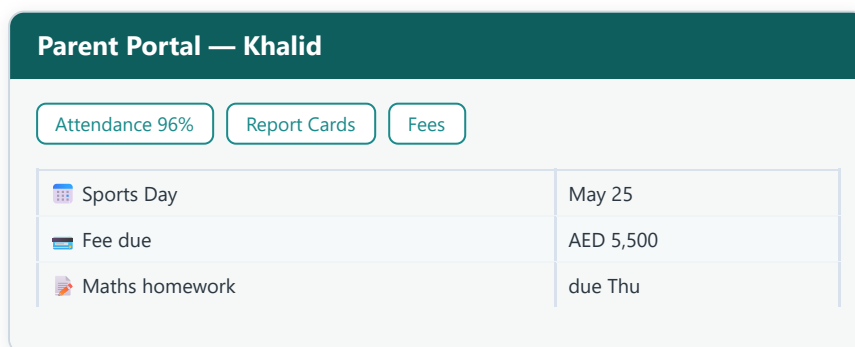


Figure 33.1 — The parent portal: progress, fees and announcements in one place.

## Privacy

Families create and manage their own portal logins. For their security, Xrero never creates accounts or stores passwords on their behalf.

# 34. Security & access

Access follows roles. A **teacher** sees their classes; the **finance** office sees fees; the **nurse** sees health; **safeguarding** is locked to designated leads; **parents** see only their own children. An **administrator** sets who is in which group. This keeps sensitive child data visible only to those who need it.

Settings > Users > **Roles** access

ROLE	CAN SEE
Teacher	Own classes, attendance, marks
Finance	Fees, invoices, expenses
Nurse	Health records
Safeguarding Lead	Safeguarding concerns (only)
Parent	Their own children (portal)

Figure 34.1 — Role-based access keeps sensitive data on a need-to-know basis.

# 35. Tips & best practices

Schools that run smoothly on Xrero share these habits — summarised here, then explained.

**School Management — quick reference** cheat sheet

**SET UP THE YEAR FIRST**  
classes & fees

**CONFIRM ATTENDANCE DAILY**  
analytics need it

**GENERATE FEES PER TERM**  
chase overdue

**PUBLISH REPORT CARDS**  
parents see them

**GUARD SAFEGUARDING**  
leads only

Figure 35.1 — The school cheat sheet at a glance.

- **Set up the academic year first** — schools, classes, sections, subjects and fee structures before term starts.
- **Confirm attendance every day** — analytics, alerts and report cards all depend on it.
- **Generate fees each term and chase overdue early** — the finance dashboard shows who owes what.
- **Publish report cards promptly** — parents view them in the portal, cutting phone calls.

- **Keep safeguarding strictly restricted** — only designated leads, always.
- **Use the portal** — push announcements and fee reminders to parents in one click.

## 36. Glossary

The student journey in five words: **apply** → **enrol** → **learn** (attend, exams) → **fees & support** → **promote**.

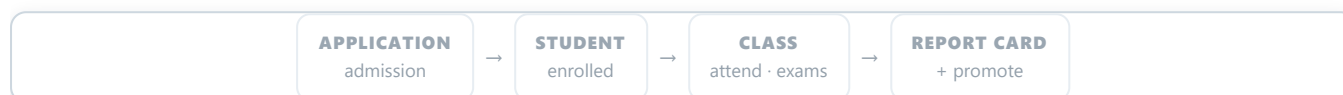


Figure 36.1 — How the glossary terms connect across the school year.

Term	Meaning
Academic Year	The school year (e.g. 2025–2026) and its terms.
Class / Section	A grade (Grade 1...12) and its division (A, B, C).
Application	An admission request, before enrollment.
Enrollment	A child becoming an active student in a class.
Fee Structure	The fees a class owes for the year, in AED.
Fee Invoice	A student's bill: Draft→Sent→Partially Paid→Paid.
Report Card	A term's marks, grades, skills and attendance.
IEP	Individual Education Plan for extra support.
Safeguarding	Restricted child-protection concern log.
Portal	The parent/student self-service site.

## 37. FAQ & troubleshooting

The questions schools ask most, with the quick answer:

Troubleshooting		common fixes
QUESTION	QUICK ANSWER	
Turn applicant into student?	Approve → Enrol Student	
No fee invoices?	Set a fee structure, then Generate	
Report card not visible?	It must be Published	
Parent can't see a child?	Link the parent to the student	
Who sees safeguarding?	Designated leads only	

Figure 37.1 — The most common questions and their quick fix.

## How does a new child become a student?

Create or receive an **Application**, move it through to **Approved**, then click `Enrol Student` — the student record is created with all details and documents.

## Why are there no fees for a class?

Define a **Fee Structure** for that class first, then run `Generate Invoices`.

## Parents say they can't see report cards.

A report card is only visible once it's **Published** in the Report Card Generator.

## How do I move everyone up a grade?

Use `Promote Students` at year end — choose source and destination classes and confirm.

## Who can see safeguarding records?

Only designated **safeguarding leads**. Access is set by an administrator and never shared.

## Are fees in AED with VAT?

Fees are in **AED**. Tuition is generally VAT-exempt in the UAE; your finance office configures tax where it applies.

### Need help?

Contact your Xrero administrator or visit [xrero.com](https://xrero.com).