

End of Year Procedure Guide 2023/24 for Primary Schools



Contents

- Bromcom MIS End of Year Procedure..... 1**
- Interval setting for the End-of-Year..... 2**
 - Creating a New Academic Year3*
 - Edit Academic Days7*
 - MCAS General Settings.....10*
 - Promoting Year Groups11*
 - Promoting Tutor Groups14*
 - Adding Tutors to Tutor Groups.....16*
 - Behaviour19*
 - Adding New Students21*
 - Creating New MyChildAtSchool Accounts24*
 - Data Archiving and DMS Storage.....26*

Bromcom MIS End of Year Procedure

Basic Guidelines

This procedure can be undertaken **at any point** in the current **Academic Year**, but it is best to wait until the information that you are entering is no longer subject to changes.

There is no **End of Year** application to be run as such. The **End of Year** procedure consists of creating and configuring the various **Curriculum** and **Calendar** components that make up the forthcoming **Academic School Year**. Follow all the steps appropriate for your system, in sequence.

Preparing for the End-of-Year

It is recommended that you first **tidy up the current Academic Year**.

Check with your colleagues what they want to carry through from this last **Academic Year** to the next.

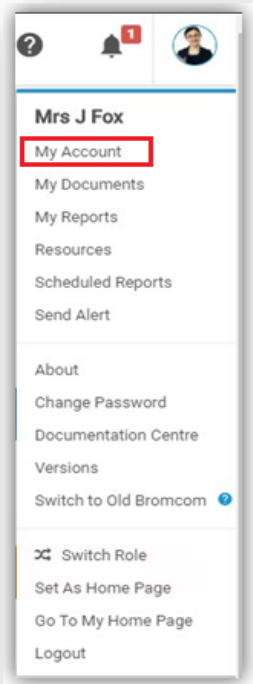
- Will the **Heads of Year** (or their equivalent) and other staff associated with the **Year**, be promoted with their **Year Group**?
- What will this year's **Tutor Groups** be called next year? Will they have the same **House, Staff and/or Room** associated with them?
- Have you checked the end dates of your current classes and tutor groups? **If they are not continuing and you are not using them next year**, then they must end before the start of the next academic year. If you need to edit your end dates for your **Teaching Classes**, please read - **How to Bulk Edit Group End Dates**.

Interval setting for the End-of-Year.

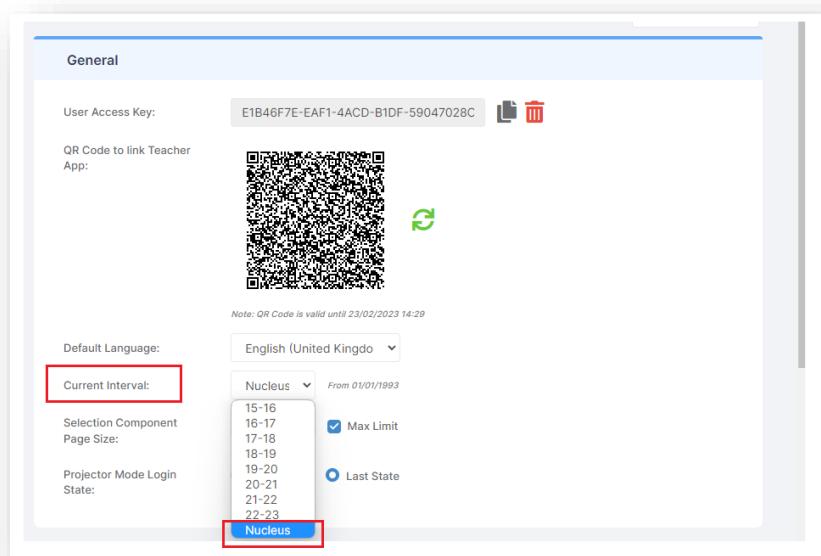
The screenshots and examples in this guide are **for illustration only** and may differ from your school.

Set your **Current Interval** on the **My Account** page to **Nucleus**, that way you will have access to all **Academic Years** including the new one when you create it.

To change this setting, click on your **Account Name/Profile Menu** in the **top right** of your Bromcom screen and then click on **My Account** in the dropdown menu.



In the **General** panel If you need to change your **Interval**, click on the down arrow for **Current Interval** , and select **Nucleus**.



Click **Save** in the top left.

Creating a New Academic Year

Your current **Academic Year** will expire on or around the end of August or beginning of September. To ensure that the system continues to run smoothly as you enter the new **Academic Year**, it is important that you define the new **Academic Year**.

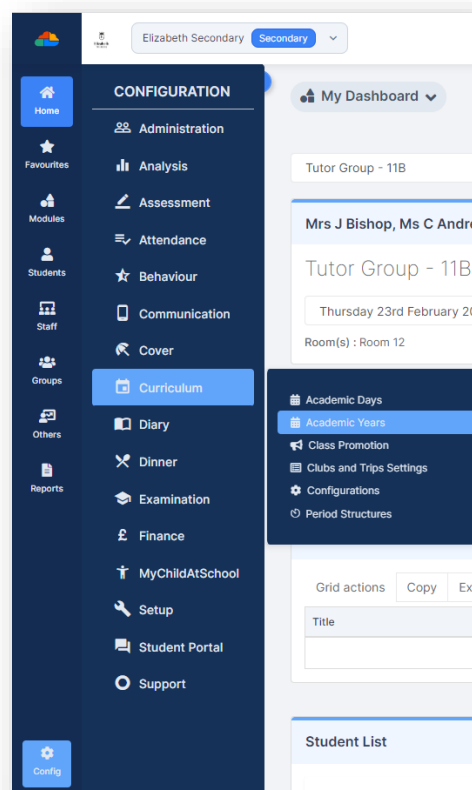
The system will automatically check for the **End Date** on the current year and will automatically set the start date of the forthcoming year to **the day immediately following this date**. This is correct and do not worry if your first academic day is sometime after this as you will be able to set that later on.

The **End Date** of the current academic year may need changing. All Bromcom calendar weeks need to begin on a Sunday and end on a Saturday. This year, the last Saturday in August is the 26th.

Note - It takes a while to re-save the entire **Calendar** and then display the term dates for the last term of that year.

To change the forthcoming year's, **Start Date** you need to edit the **End Date** of the current Year.

Go to **Config>Curriculum>Academic Years**.



Ensure the current Academic Year is selected.

Select Academic Year

Academic Year <NOT SELECTED> v

<NOT SELECTED>
22/23

22/23

Save Cancel

Edit Academic Year

Start Date* 28/08/2022 End Date* 26/08/2023

Number of Terms* 3 v

Terms	Name*	Start Date*	End Date*
1	Term 1	28/08/2022	31/12/2022
2	Term 2	01/01/2023	25/03/2023
3	Term 3	26/03/2023	26/08/2023

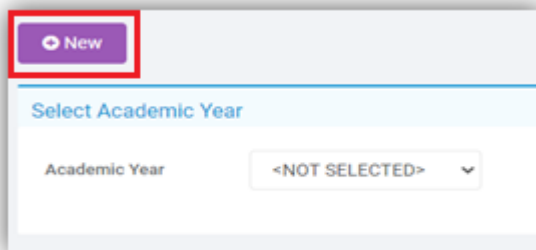
Following "Save" you are advised to check the status and timetable applied to any new academic days

The **End Date** must be a **Saturday**.

For example, if the new **Academic Year** starts on **Sunday 27th August 2023**, then the **End Date** of the previous year must be **Saturday 26th August 2023**.

Click **Save**.

To set up the new **Academic Year**, go to **Config>Curriculum>Academic Years**.



Click on the **New** button.

You are now creating your new 2023/24 **Academic Calendar**. Now set the new **Academic Years' End Date** to be the last Saturday of that Academic Year. For most customers, this would be **Saturday 31st August 2024**. Please see below for an example of how the 2023/24 **Academic Year** could look.

A screenshot of a 'New Academic Year' form. At the top left are 'Create' and 'Cancel' buttons. The form title is 'New Academic Year'. Below the title, there are fields for 'Start Date*' (27/08/2023) and 'End Date*' (31/08/2024), with a calendar icon and an information icon next to the end date field. Below this is a 'Number of Terms*' dropdown menu set to '3'. A table with 4 columns (Terms, Name*, Start Date*, End Date*) contains three rows for Term 1, Term 2, and Term 3. Term 1 has a start date of 27/08/2023 and an end date field. Terms 2 and 3 have start and end date fields. Below the table are 'Period Structure' (AMPM), 'Colour Code' (black), 'Timetable Day for first week day of Term 1', and 'TT Week' (N/A).

We **highly** recommend that you include the different holidays in your terms and use the **Academic Days** page to mark those holidays as the relevant day status.

Select the **Number of Terms** from the dropdown list.

For each **Term** fill in the **Term Name**, **Start date** and **End date**. These must follow the logic of: **Sunday = Start date** and **Saturday = End date**. The system will warn you if you have not adhered to this format.

Below is an example of what the new **Academic Calendar** may look like.

New Academic Year

Start Date* 27/08/2023 End Date* 31/08/2024

Number of Terms* 3

Terms	Name*	Start Date*	End Date*
1	Autumn	27/08/2023	30/12/2023
2	Spring	31/12/2023	30/03/2024
3	Summer	31/03/2024	31/08/2024

Period Structure AMPM Colour Code [Black]

Timetable Day for first week day of Term 1 [] TT Week N/A

Do not worry if your first Academic Day (the date the students start) or end of terms do not adhere to these dates completely, you will get the chance to add finer detail in the next stages.

If the option for **Timetable Day** is not available here, then move to the next step.

If the option for **Timetable Day** is available, if you have any values in the dropdown menu, always select **1** as this value determines what day in the week the **Day 1** will be, for example if **2** is selected here Tuesday will be **Day 1**.

Select the **Period Structure** that you will be using for this **Academic Year** (in most cases this will be something similar to **AM PM**).

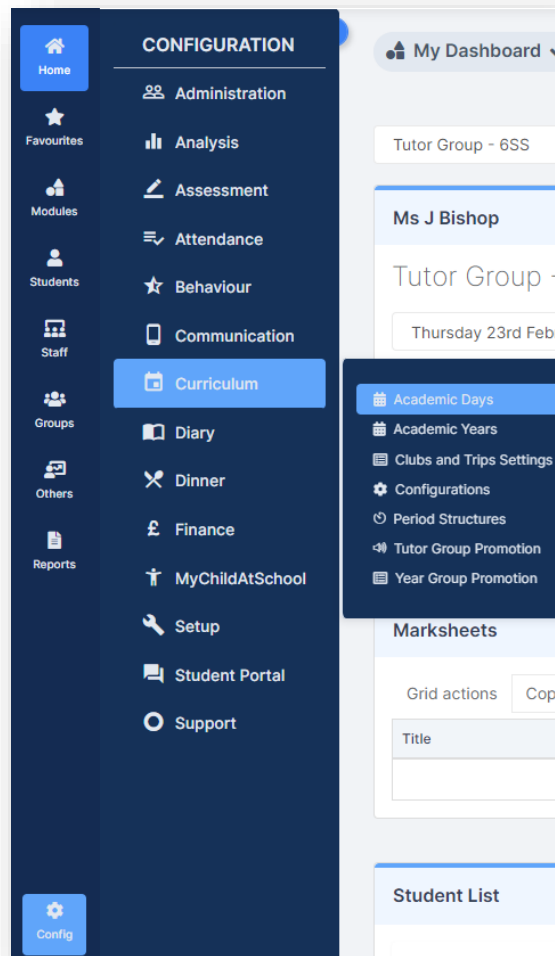
Review your **New Academic Year** and then click on the **Save** button.

The **Save** process may take a few minutes to create all the calendar entries for the year.

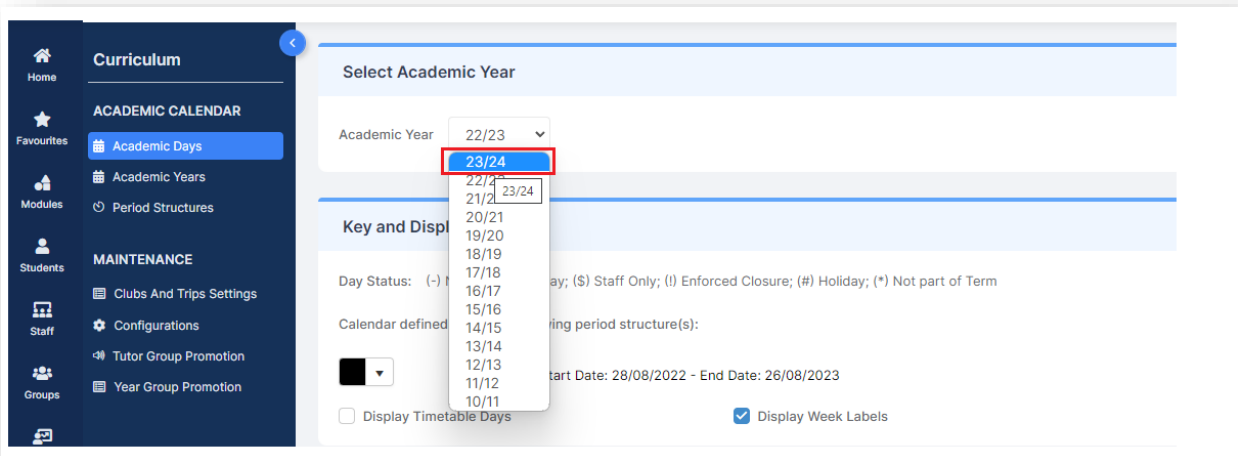
You have now created the **New Academic Year**.

Edit Academic Days

Once the **Save** process is complete for Creating the **New Academic Year** go to **Config>Curriculum>Academic Days**.



From the **Academic Year** dropdown select the **New Academic Year 23/24**



All **Days** in these new **Terms** are currently set to **Academic Days** which now needs to be edited and the relevant weeks to put in for **Holidays** and **Staff Only** days etc.

The **Period Structure** you have chosen for **2023/24** will be displayed **here**.

Select Academic Year

Academic Year 23/24

Key and Display Options

Day Status: (-) Normal School Day; (\$) Staff Only; (!) Enforced Closure; (#) Holiday; (*) Not part of Term

Calendar defined using the following period structure(s):

AMPM - Start Date: 27/08/2023 - End Date: 31/08/2024

Display Timetable Days Display Week Labels

Autumn 23/24	27/08/2023 to 30/12/2023	▼
Spring 23/24	31/12/2023 to 30/03/2024	▼
Summer 23/24	31/03/2024 to 31/08/2024	▼

Open each **Term** by clicking the dropdown **Arrow** next to each of the Term Dates

Autumn 23/24	27/08/2023 to 30/12/2023	▼
Spring 23/24	31/12/2023 to 30/03/2024	▼
Summer 23/24	31/03/2024 to 31/08/2024	▼

Open each week, by clicking the **Week Number** on the **right of the screen** and set the individual day's details. This includes staff only days, school holidays and public holidays.

Autumn 23/24 27/08/2023 to 30/12/2023

Week	From Date	To Date	Term Timetable Week	Sun AM	Sun PM	Mon AM	Mon PM	Tue AM	Tue PM	Wed AM	Wed PM	Thu AM	Thu PM	Fri AM	Fri PM	Sat AM	Sat PM	Edit
1	27/08/2023	02/09/2023	1	*	*	-	-	-	-	-	-	-	-	-	-	*	*	
2	03/09/2023	09/09/2023	1	§	§	-	-	-	-	-	-	-	-	-	-	§	§	
3	10/09/2023	16/09/2023	1	*	*	-	-	-	-	-	-	-	-	-	-	*	*	
4	17/09/2023	23/09/2023	1	*	*	-	-	-	-	-	-	-	-	-	-	*	*	
5	24/09/2023	30/09/2023	1	*	*	-	-	-	-	-	-	*	*	-	-	*	*	
6	01/10/2023	07/10/2023	1	*	*	-	-	-	-	-	-	-	-	-	-	*	*	
7	08/10/2023	14/10/2023	1	*	*	-	-	-	-	-	-	-	-	-	-	*	*	
8	15/10/2023	21/10/2023	1	*	*	-	-	-	-	-	-	-	-	-	-	*	*	
9	22/10/2023	28/10/2023	1	*	*	-	-	-	-	-	-	-	-	-	-	*	*	
10	29/10/2023	04/11/2023	1	§	§	-	-	-	-	-	-	-	-	-	-	§	§	
11	05/11/2023	11/11/2023	1	*	*	-	-	-	-	-	-	-	-	-	-	*	*	
12	12/11/2023	18/11/2023	1	*	*	-	-	-	-	-	-	-	-	-	-	*	*	

Week 1, Term 1 22/23

Day Status: () Normal School Day; (§) Staff Only; (!) Enforced Closure; (#) Holiday; (*) Not part of Term

Day	Date	AM	PM	TT Day	Lock
Sun	28/08/2022	*	*	-	<input type="checkbox"/>
Mon	29/08/2022	-	-	1	<input type="checkbox"/>
Tue	30/08/2022	-	-	2	<input type="checkbox"/>
Wed	31/08/2022	-	-	3	<input type="checkbox"/>
Thu	01/09/2022	-	-	4	<input type="checkbox"/>
Fri	02/09/2022	-	-	5	<input type="checkbox"/>
Sat	03/09/2022	*	*	-	<input type="checkbox"/>

Cascade Timetable on Save
 Cascade changes only within this term Cascade changes in this term and all subsequent terms
 Treat designated Holidays, Staff Only Days etc as part of the timetable sequence
 Skip Non-Academic Weeks

Save Close

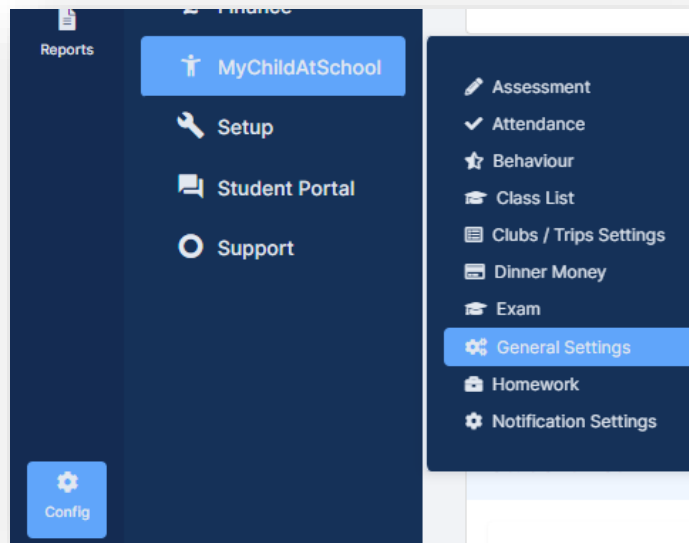
Click **Save**

Once you have set the specific **Day** details for each term then you have completed the **Academic Year** setup.

In some Local Authorities, the attendance teams are no longer accepting § (our 'Staff Only' symbol) in Student Attendance Certificates. If you are unsure which code to use, consult with your Local Authority.

MCAS General Settings

If you use **MyChildAtSchool**, go to **Config>MyChildAtSchool>General Settings** otherwise go to [2 Promoting Year Groups in this guide](#).



Once on this page, you need to ensure the new **Academic Year** will be visible to parents.

A screenshot of the MCAS General Settings page. The page has a light blue header with a 'Save' button. Below the header, there are several sections: 'Head Teacher Title' with a text input field containing 'Headteacher'; 'Last Update Notification Threshold' with a text input field containing '1'; 'Academic year data to display in MCAS' with a sub-heading and a note: 'Select which years you wish MCAS users to have access to (Default is set to ALL) If Academic Year has not been selected on User Defined section, system will automatically set ALL option'. There are two radio buttons: 'All' (selected) and 'User Defined'. Below these are checkboxes for academic years from 10/11 to 23/24. The '23/24' checkbox is checked. The final section is 'Days of the week to display in MCAS (Attendance and Timetable)' with checkboxes for Monday through Sunday. Monday through Friday are checked, while Saturday and Sunday are unchecked.

If you have **All** selected, then you do not need to do anything here.

If you have the **User Defined** option selected, then ensure the new **23/24 Academic Year** and any previous **Academic Years** that you wish to be displayed are ticked.

You can then click on **Save**.

Promoting Year Groups

Before we do any form of **Promotion** for the **Year Groups**, we need to ensure that each **Year Group** has a **Next Year Group** linked to it.

This can be done by going to **Groups>Group Type>Year Group>select your Year Groups>View>look in the Additional Group Details** section and make sure that **Next Year Group** has the correct **Year Group** selected. Once you have entered the next **Year Group** you will be able to press **Save** and then click on the **Next** button to take you to the next **Year Group**.

If your **Year Groups** already have the next **Year Group** entered, please skip this stage.

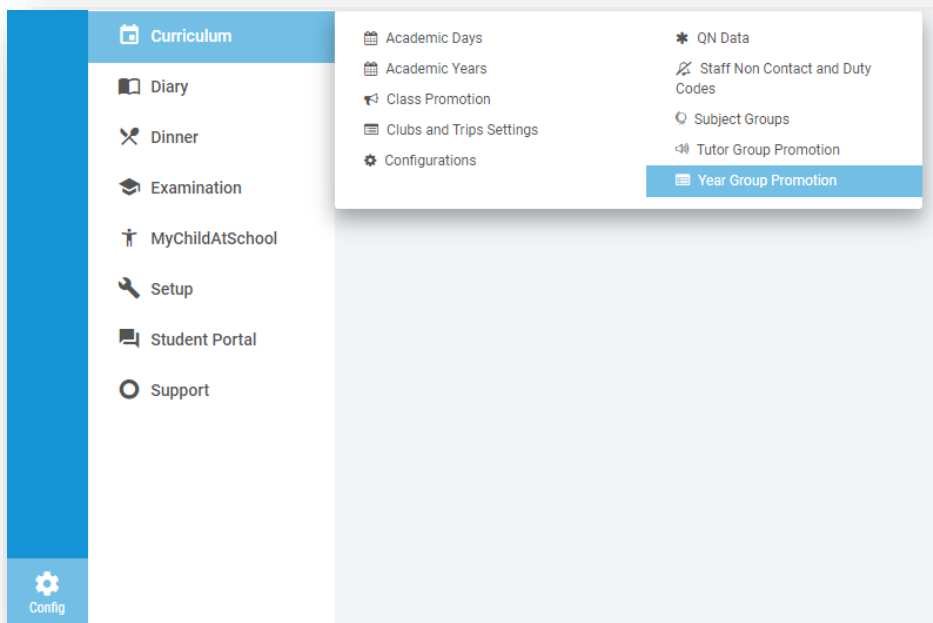
The screenshot shows a web form for editing a Year Group. At the top, there are buttons for 'Save', 'Cancel', and 'Next', along with a dropdown menu showing '07'. Below this is a 'Membership Display' dropdown set to 'Current Membership'. The main form is divided into two sections: 'Basic Group Details' and 'Additional Group Details'. In the 'Basic Group Details' section, there are fields for 'Name*' (07), 'Description*' (07), 'Start Date*' (03/09/2012), and 'End Date*'. A red note below these fields says 'Please contact Bromcom Support if you would like to deactivate this year group.' In the 'Additional Group Details' section, there are two dropdown menus: 'NC Year Group' (Year 7) and 'Next Year Group' (08). The 'Next Year Group' dropdown is highlighted with a red rectangular box.

Year Groups continue so don't worry about the start and end dates. The start date will be when the system was first set up in your school and the **end date should always be left blank**.

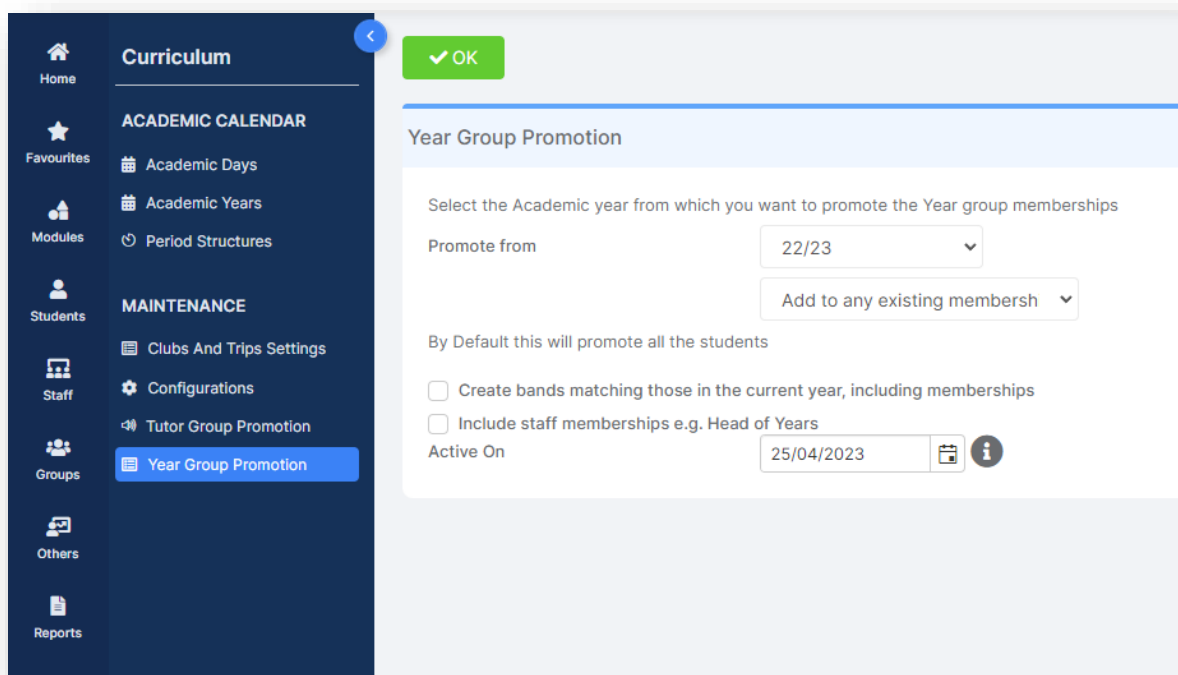
Please see the table below for guidance on how to set your **Current** and **Next Year Groups**. If you have **Year Groups** outside of this list and are not sure what the **Next Year Group** should be, please contact the **Helpdesk**.

Current NC year	Current NC Year Name	Next Year Group
N1	Nursery First Year	N2
N2	Nursery Second Year	R
R	Reception	1
1	Year 1	2
2	Year 2	3 (Year 2 in Infant Schools)
3	Year 3	4
4	Year 4	5
5	Year 5	6
6	Year 6	6 (Y6 must have a Next Year Group in primary schools)
?	<NOT SELECTED>	?

When you are ready to **Promote** all your **Year Groups**, go to **Config>Curriculum>Year Group Promotion**.



The **Year Group Promotion** page will then be displayed.



Promote from will be set to the current year by default, or last year if you are doing this in September.

There are **two options** on the following dropdown menu:

1. **Add to any existing Memberships** preserves any that may have been added to the next year's **Year Group** by another means for example a new student added to the system who is joining that year at the start of September.
2. **Overwrite all existing memberships** if you make a mistake and need to clear it.

There are two additional checkboxes tick these to:

Create Bands matching those in the **Current Year**, including **Memberships**.

Include Staff memberships e.g., Head of Years, where **Head of Years** are moving up with the **Year Group**. Otherwise, their association with the **Year Group** ends at the end of the **Academic Year**.

Finally, the **Active On** selector allows you to pick the date that **Year Group** memberships will be taken and promoted from. **It is crucial that this is set to a Date in the CURRENT Academic Year before September**, when the Students are still in their **CURRENT Year Groups**. This allows the **Students** to be Promoted in to the correct/next **Year Groups** in the new **Academic Year**. **Promoting from a Date in the new Academic Year will not work**, the **Active On Date** must in the **22/23 Academic Year**.

Clicking on the **OK** button will **Promote ALL** of your **Year Groups**.

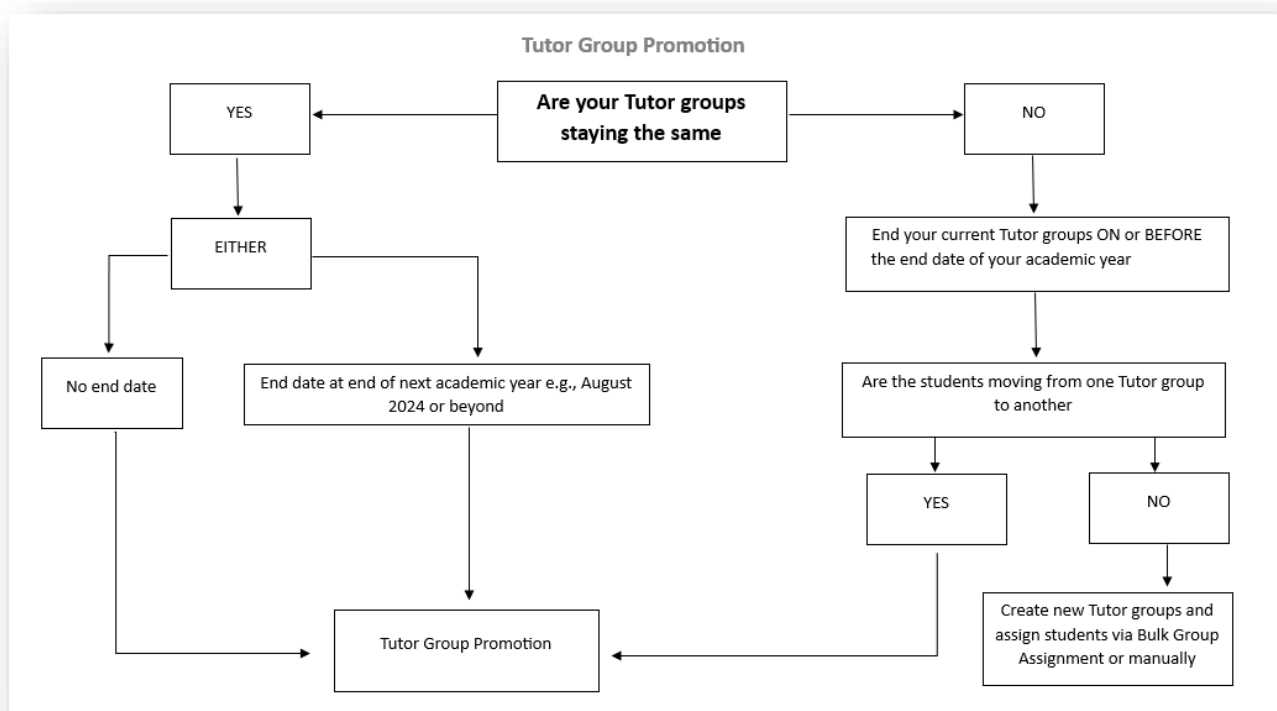
Promoting Tutor Groups

Note: You do not need to promote **Mixed/Vertical Tutor Groups**, the Groups can remain unchanged without an End Date.

You would just need to amend the Student Memberships within the Groups by viewing the Tutor Group on the **Groups Page**, going to Memberships section and end dating the current 22/23 Student Memberships before using **Add Multiple** to add the new 23/24 Student Memberships.

IF your current 22/23 Tutor Groups are ending, and **you are not going to continue using the SAME groups next year** then **please ensure** that they have an **End Date** that is **BEFORE** the **Start Date** of the New **Academic Year** and that these Dates do not overlap

See the flowchart below for more information on **Promoting Tutor Groups**.



To **Promote Tutor Groups**, go to **Config>Curriculum>Tutor Group Promotion** and select the **Tutor Groups** to be **Promoted** and click the **Go** button.

Promote
Save
Back

Tutor Group Linkages

You can use Generate button to get an assumption for the next collection name

Generate
Clear
<NOT SELECTED>

	Year Group	Band	Tutor Group Name	Next Tutor Group	Next Band
<input type="checkbox"/>	2		2FS	3FS	<NOT SELECTED>
<input type="checkbox"/>	3		3JP	4JP	<NOT SELECTED>

Click on the **Generate** button for the system to suggest a name for the **Next Tutor Group** alternatively type in the new name.

The changes can either be saved by clicking on the **Save** button and promoted later, allowing changes to be made first or move straight to the next step and click **Promote** to continue.

	Year Group	Band	Tutor Group Name	Next Tutor Group	Next Band
⊖	1		1A	2A	
⊖	2		2A	3A	
⊖	3		3SJ	4SJ	
⊖	3		3SS	4SS	

You can choose to exclude any of the **Groups** by deleting them from the list using the **Remove** button.

Select the **Academic Year** you will **Promote to** from the dropdown list and the appropriate **Start Date** and **End Date**.

As with **Year Groups** you can **add to existing memberships** (default for safety) or **overwrite** (if promoting to pre-existing **Tutor Groups** please be aware that the overwrite feature will remove all current memberships).

Other memberships can be passed on as well:

- **Houses** (ticked by default)
- **Staff** (not ticked by default)
- **Rooms** (not ticked by default)

Clicking on the **Go** button will create the new **Groups** based on the ones they were linked to, and the old **Group Memberships** are ended for the end of the old **Academic Year** (if they do not already have an **End Date**).

Classe(s) have been successfully promoted.

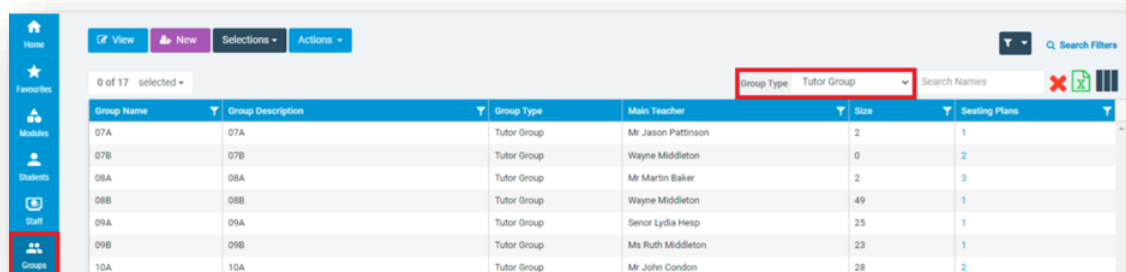
Hint: If you want to merge two Tutor Groups e.g., 1A1 and 1A2 become 2A you cannot promote both to the same new group name initially (for safety reasons duplicate names are not allowed in the same promotion round). Promote one group first and then add the other group to the same new Tutor Group name a second time around.

Important: For a further in depth look at **Year Group Promotion** and **Tutor Group Promotion**, please refer to the following guide – [How to approach Year Group and Tutor Group Promotion](#)

Adding Tutors to Tutor Groups

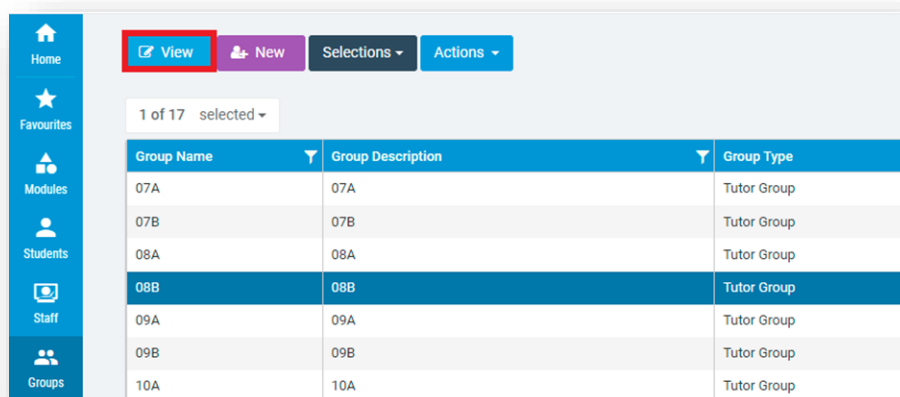
In this section, you will be shown how to add **Tutors** to **Tutor Groups** as **Associated Staff** and then assign them to the **Tutor Timetable** in **Associated Timetable**. Once they are assigned in the **Associated Timetable** this will create the **Lessons Dashboard** view for the assigned **Tutor** and **Tutor Group**.

From the **left Menu** go to **Groups** in a **Primary School** this will default to **Tutor Group**



Group Name	Group Description	Group Type	Main Teacher	Size	Seating Plans
07A	07A	Tutor Group	Mr Jason Pattinson	2	1
07B	07B	Tutor Group	Wayne Middleton	0	2
08A	08A	Tutor Group	Mr Martin Baker	2	3
08B	08B	Tutor Group	Wayne Middleton	49	1
09A	09A	Tutor Group	Senor Lydia Hesp	25	1
09B	09B	Tutor Group	Ms Ruth Middleton	23	1
10A	10A	Tutor Group	Mr John Condon	28	2

Next, select a **Tutor Group** so it is highlighted blue and then click on the **View** button, you can choose more than one **Tutor Group** and click **Next** to move through several groups.



Group Name	Group Description	Group Type
07A	07A	Tutor Group
07B	07B	Tutor Group
08A	08A	Tutor Group
08B	08B	Tutor Group
09A	09A	Tutor Group
09B	09B	Tutor Group
10A	10A	Tutor Group

If you are adding a **Tutor to a Tutor Group**, you need to **first** ensure that the required staff are visible in the **Associated Staff** panel.

To add a new member of staff click **Add New Record** in **Associated Staff**.

Associated Staff					
Staff Name	Role	Start Date	End Date	Actions	
Mrs Mem Kutlay (LM)	Additional Tutor	29/08/2021	<input checked="" type="checkbox"/> Tracks group end date	-	
Add New Record					

Associated Room					
Location Name	Capacity	Description	Start Date	End Date	Actions
12A	35	Room 12	20/10/2021	<input type="checkbox"/> 27/08/2022	-
Add New Record					

Once all the required **Staff** have been added, scroll down to find the **Associated Timetable** panel.

This panel shows which **Staff** are assigned on which dates for which sessions, this in effect creates the Lessons Dashboard for the staff.

To **Add a Member of Staff to Multiple Sessions** in the Associated Timetable Panel click **Add Multiple**, which allows you to add a staff member to multiple periods in one process.

Associated Timetable

Add Multiple
Update Staff & Rooms
Delete
Teachers and Rooms

08/06/2022
📅
27/08/2022
📅
<NOT SELECTED>

Pressing **Add Multiple** opens the following pop out window.

Select the **Staff** and **Room** that you wish to add periods for, you can now either use the **table at the bottom of the screen** to add individual periods, or press **Add Multiple Periods**.

Note: Only **Staff** and **Rooms** that are already Associated with the **Tutor Group** will be available here.

Add multiple timetables for 08B ✕

Staff* LM (Mrs Mem Kutlay) ▼

Room* Room 12 ▼

Add Multiple Periods

Start Date	End Date	Week Day	Period	
08/06/2022 📅	27/08/2022 📅	Week 1 Monday ▼	AM ▼	✓

Cancel
Save

Add Multiple Periods opens another pop out window where you can select all the periods you would like to add for the required **Start/End Date**.

Note: You need to press **shift** or **control** on your keyboard while you click on periods to select more than one. Pressing **Save** takes you back to the original pop out window.

Add Bulk Timetable Periods

Start Date: 08/06/2022

End Date: 27/08/2022

Timetable Periods:

- Week 1 Monday AM
- Week 1 Monday PM
- Week 1 Tuesday AM
- Week 1 Tuesday PM
- Week 1 Wednesday AM
- Week 1 Wednesday PM
- Week 1 Thursday AM
- Week 1 Thursday PM
- Week 1 Friday AM
- Week 1 Friday PM
- Week 2 Monday AM
- Week 2 Monday PM

Cancel Save

Add multiple timetables for 08B

Staff*: LM (Mrs Mem Kutlay)

Room*: Room 12

Add Multiple Periods

Start Date	End Date	Week Day	Period	
08/06/2022	27/08/2022	Week 1 Monday	AM	🗑️
08/06/2022	27/08/2022	Week 1 Tuesday	AM	🗑️
08/06/2022	27/08/2022	Week 1 Wednesday	AM	🗑️
08/06/2022	27/08/2022	Week 1 Thursday	AM	🗑️
08/06/2022	27/08/2022		AM	✓

Cancel Save

You can now see all the chosen periods and if you are happy with them, press **Save**

Once you have added your tutors to your tutor groups you can then generate the AM/PM Timetables for the new academic year see [How to use the Tutor Group Timetable Generator](#)

Behaviour

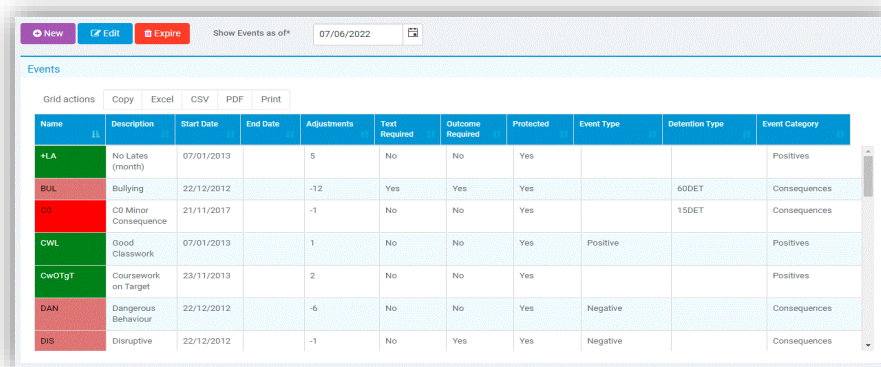
If your **Behaviour** setup requires changing for the forthcoming **Academic Year** or the **Student Point Totals** are to be reset before the start of the new term, then you will need to complete this section.

Reconfiguration of Behaviour is only required if you use Behaviour, and you **ARE** changing your Behaviour setup in the forthcoming year (this includes removing or adding new Events or Actions).

Any **Behaviour Events/Actions** that will not be used in the forthcoming **Academic Year** should be expired. This is done in the **Behaviour** module.

For **Behaviour Actions** go to **Config>Behaviour>Actions** and for **Events** go to **Config>Behaviour>Events**.

On each, select the **Actions** or **Events** that are no longer to be used and click the **Expire** button.



Name	Description	Start Date	End Date	Adjustments	Text Required	Outcome Required	Protected	Event Type	Detention Type	Event Category
+LA	No Lates (monthly)	07/01/2013		5	No	No	Yes			Positives
BUL	Bullying	22/12/2012		-12	Yes	Yes	Yes		60DET	Consequences
CO	OO Minor Consequence	21/11/2017		-1	No	No	Yes		15DET	Consequences
CWL	Good Classwork	07/01/2013		1	No	No	Yes	Positive		Positives
CWOTgT	Coursework on Target	23/11/2013		2	No	No	Yes			Positives
DAN	Dangerous Behaviour	22/12/2012		-6	No	No	Yes	Negative		Consequences
DIS	Disruptive	22/12/2012		-1	No	Yes	Yes	Negative		Consequences

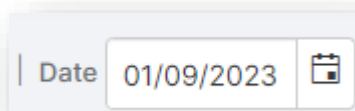
Select the **Events** or **Actions** that you want to end and click the **Expire** button.

Expiring an **Event** or **Action** only removes it from the system from that date onwards. Historically it will still be available and prior instances where they were used will still be retained.

Any new **Events, Actions** or **Outcomes** need to be created in the MIS via the **Behaviour** module before you can use them in **Behaviour Pathways**.

If you are setting up a **New Behaviour Model in Pathways** that is different to your current **Model** go to **Config>Behaviour>Pathways**.

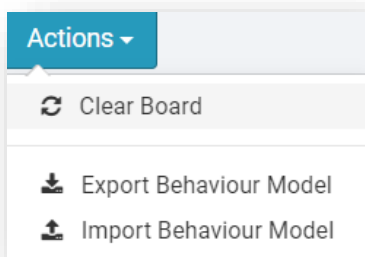
Select the required future **Date** for the new model on the **top of the screen**.



Date 01/09/2023

Then click **Save**.

If you are creating a **new Model**, use the **Actions** drop down and choose **Clear Board**.



You will need to do this for each **Category**.

After this simply setup the new **Behaviour Pathways Model** following the normal instructions.

Click **Save** to Save the **new Model**.



Starting new points totals is extremely important; If not completed, then all of next year's points will simply be added to the current year's point's totals.

To change the **Students Points Totals**, go to **Modules>Behaviour>Reset Student Actions**.

A screenshot of a web application form titled 'Action Details'. At the top, there are three buttons: 'Apply', 'Schedule', and 'Tasks'. Below the title, there are three radio button options: 'Reset Current Points', 'Start New Points Total' (which is selected), and 'Recalculate Points'. To the right of the 'Start New Points Total' option is a 'Day Start' field with a date picker showing '03/09/2023'. Below these options, there are three more radio button options: 'Group', 'Student', and 'All Students' (which is selected). At the bottom, there is an 'Action Name' field with a search icon and a close icon.

Select **Start New Points Total** option.

Enter the **Day Start** date to start the new totals from (most likely the first Sunday of the new **Academic Year**).

If you want to apply **New Points Totals** to **all Students** and actions, select the **All-Students** option, and click on **Apply**.

If you **are not** resetting the **Points** Totals for **all Students** and **all Actions**, then do the following:

Select the **Students** you want to start new point totals for by selecting either **Student** or **Group** and select the Students or Groups you wish to **Start New Points Total** for.

Select the **Actions** you are starting new points totals for.

Check the **Selection List** is correct.

Apply Schedule Tasks

Action Details

Reset Current Points

Start New Points Total Day Start 03/09/2023

Recalculate Points

Group

Student

All Students

Action Name [input] [search] [refresh] [delete]

Group Name [input] [search] [refresh] [delete]

Selection List [close]

2 action(s) selected

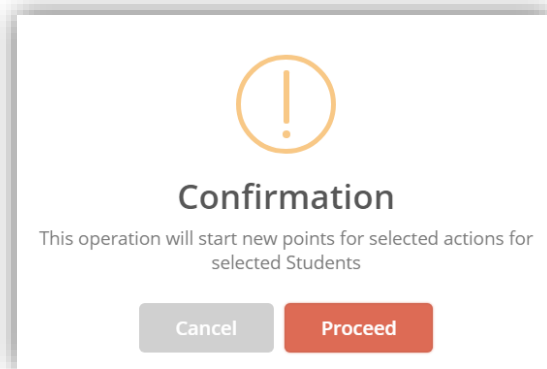
BRZ	x
SIL	x

Selection List [close]

4 group(s) selected

6JP	x
6RL	x
6RM	x
6SS	x

Click **Apply**. You will get a warning message prompt. Click the **Proceed** button to continue.



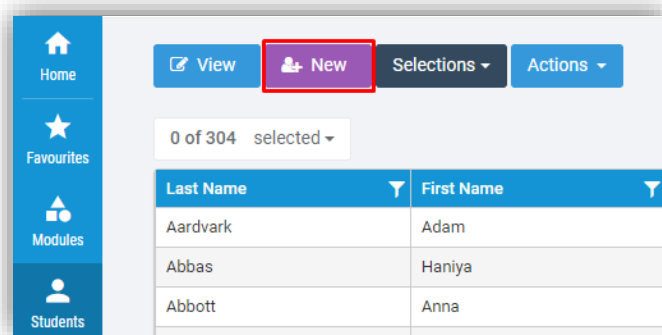
Adding New Students

These can be added by any or all the options below:

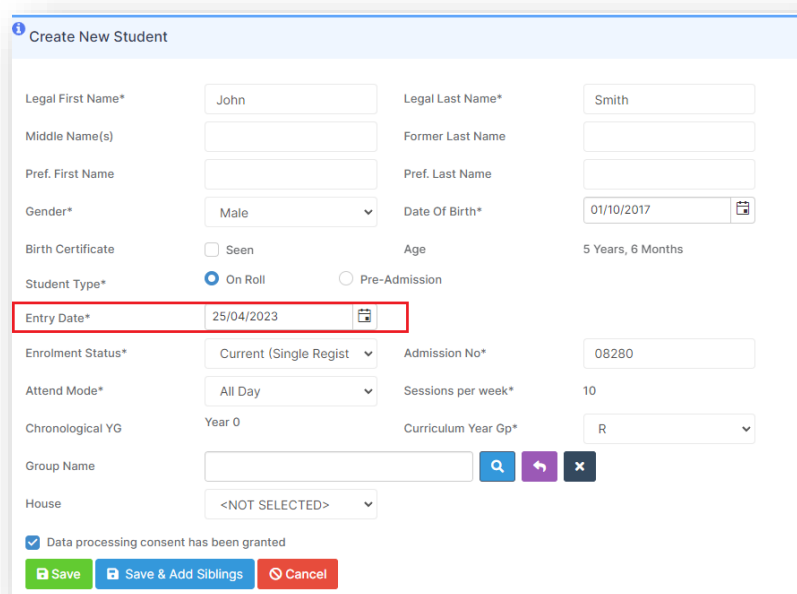


CTF Import

Go to **Students** and click on the **New** button.



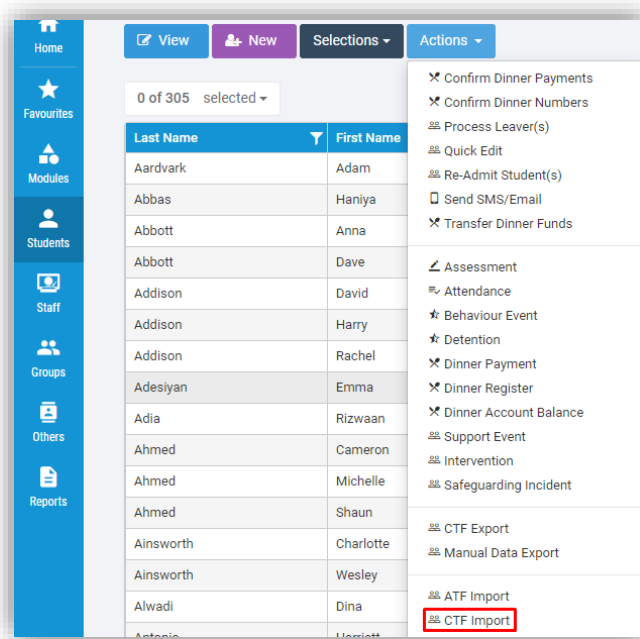
This will open a form to enter in the new **Students** information page. **Note Entry Date** defaults to **today's date**, amend if required.

A screenshot of a 'Create New Student' form. The form contains various input fields for student information. The 'Entry Date*' field, which contains '25/04/2023', is highlighted with a red box. Other fields include 'Legal First Name*' (John), 'Legal Last Name*' (Smith), 'Gender*' (Male), 'Date Of Birth*' (01/10/2017), 'Student Type*' (On Roll), 'Enrolment Status*' (Current (Single Regist)), 'Admission No*' (08280), 'Attend Mode*' (All Day), 'Sessions per week*' (10), 'Chronological YG' (Year 0), 'Curriculum Year Gp*' (R), 'Group Name', and 'House' (<NOT SELECTED>). There are also checkboxes for 'Birth Certificate' (Seen) and 'Data processing consent has been granted'. At the bottom, there are three buttons: 'Save', 'Save & Add Siblings', and 'Cancel'.

Fill in the details and click on the **Save** button, this will now open the **Student Details** page on the **Basic Details** option where additional information can be added. All fields marked * must be completed.

Remember that you can also specify the **Student's Tutor Group** and House for the **next Academic Year**.

Go to **Students** and from the **Actions** drop down click on the **CTF Import** button.



This will open the **CTF Import** page.

The screenshot shows the 'CTF Import' page. At the top, it says 'Select the file that you want to import from and then complete the choices below'. A 'Browse' button is next to the file name '2046398_CTF_2046398_030.XML'. Below this, there are several checkboxes for data to be imported, including 'Student Basic Details', 'SEN Information', 'Student Optional Identifiers', 'Assessment Data', 'Early Years Foundation Stage', 'Key Stage 1', 'Student Contacts', 'Looked After', 'FSM History', 'Y1 Phonics Check Data', 'Key Stage 2', 'Student Addresses', 'School History', and 'Key Stage 3'. There are also dropdown menus for 'In case of existing students, use CTF to:' (set to 'Complete Missing Data') and 'Select the text format to apply to names:' (set to 'Use Initial Capital Letters for all'). A section for 'If the file contains new students' has a dropdown set to 'On Roll' and a date field for 'Enter Admission Date' set to '04/09/2023'. Another dropdown for 'If the file contains LEAVER students' is set to 'Excluded from import'. At the bottom, there are 'Next >' and 'Cancel' buttons.

Information can be passed to the school from another school. Ensuring that you have the copy of the **CTF file**, you can then import it into the Bromcom system.

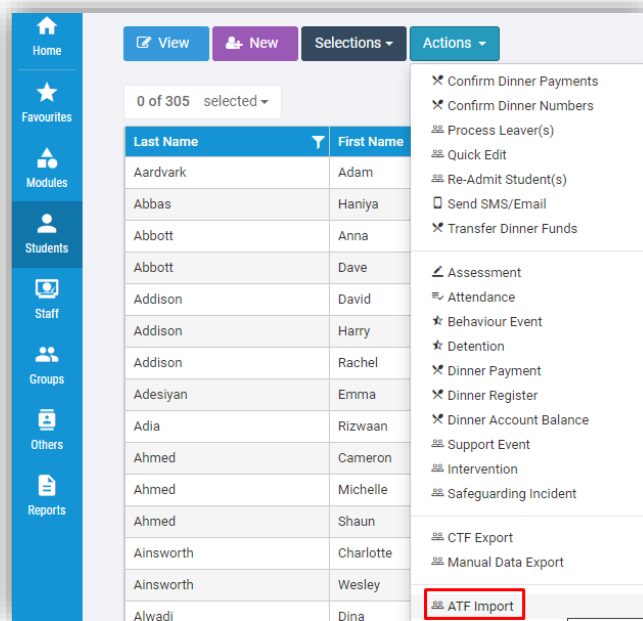
Click on the **Browse** button for the **CTF Import file**, when found, select it, and click on the **Open** button.

Then enter in the **Admission Date** for when the new **Students** will be starting. This will default to today's date. Normally this would be the first day of the first term of the new **Academic Year**.

Once you are happy, click on the **Next** button, check the data, and then click on the **Import** button to import the **Students** into the system.

ATF Import

Go to **Students** and click on the **ATF Import** button.



This will open the **ATF Import** page.

The screenshot shows the ATF Import page. At the top, it says 'Select the file that you want to import from and then complete the choices below'. There is a 'Browse' button and a 'Choose a file' input field. Below this, there are three columns of checkboxes for selecting data to import:

- Student Basic Details
- SEN Information
- Student Optional Identifiers
- Early Years Foundation Stage
- Key Stage 1
- Student Contacts
- Looked After
- FSM History
- Y1 Phonics Check Data
- Key Stage 2
- Student Addresses
- School History
- Key Stage 3

 There are also dropdown menus for 'In case of existing students, use ATF to:' (set to 'Complete Missing Data') and 'Select the text format to apply to names:' (set to 'Use Initial Capital Letters for all'). Below these are fields for 'Pre-Admission Groups*' (set to '<NOT SELECTED>') and 'Enter Admission Date' (set to '04/09/2023'). At the bottom, there are 'Import' and 'Cancel' buttons.

Click on the **Browse** button for the **ATF Import** file, when found, select it, and click on the **Open** button.

Next, select the **pre-admission group** you wish to import students in to, this will remove the **Enter Admission Date** box as the **Admission Date** will be coming from the **Admission Date** defined in the **Pre-Admission Group**.

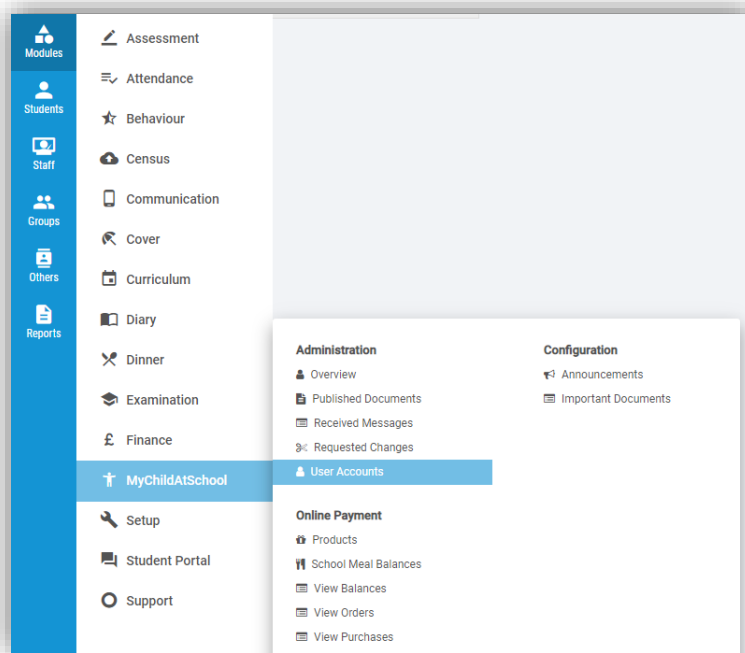
If you are not using Pre-Admission Groups, then leave this field as **NOT SELECTED** and enter in the **Admission Date** for when the new **Students** will be starting with you. Normally this would be the first day of the first term of the new **Academic Year**. Once you are happy, click on the **Import** button to **Import** the **Students** into the system.

If you have any questions on making **Students Leavers**, please see the following **Guide**: [How to Process a Leaver](#)

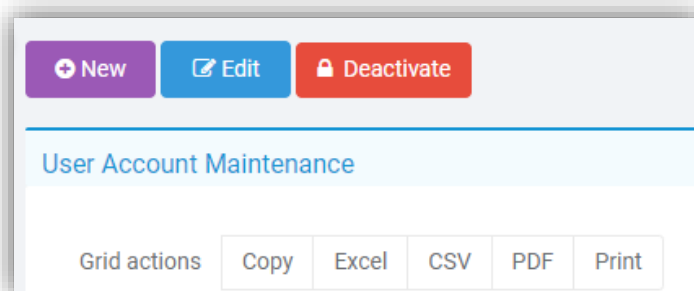
If you use **MChildAtSchool**, proceed to the next section, otherwise move to **Section 7**.

Creating New MyChildAtSchool Accounts

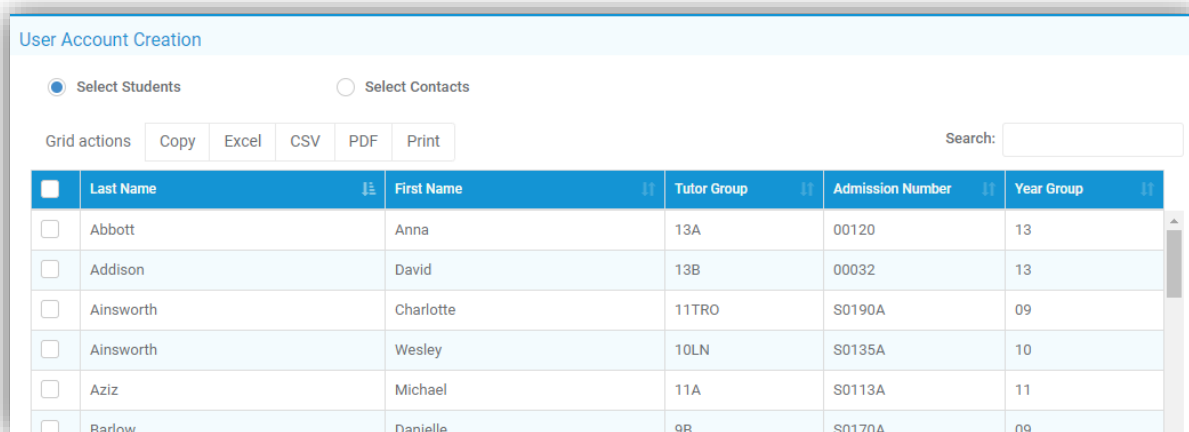
MyChildAtSchool Accounts need to be completed on the first **Academic Day** of your **2022/23 Academic Year**. If you use **MyChildAtSchool**, go to **Modules>MyChildAtSchool>User Accounts**.



This will open the **User Account Maintenance** page, displaying all the students with a current **MyChildAtSchool Account**.



Click on the **New** button this will display all **Students** who do not have a current **MyChildAtSchool Account**.



You can order the **Year Groups** for Year 1 for example by simply clicking on the **Year Group** field. If you want to create accounts for all **Students**, click on the tick box to the left of the **Last Name** column, you can now click **Next**.

User Account Creation

Select Students Select Contacts

Grid actions: Copy Excel CSV PDF Print Search:

<input checked="" type="checkbox"/>	Last Name	First Name	Tutor Group	Admission Number	Year Group
<input checked="" type="checkbox"/>	Frederick	Smith		PreAdm-0000000007	N/A
<input checked="" type="checkbox"/>	Maxwell	Jane		PreAdm-000013	N/A
<input checked="" type="checkbox"/>	Mortimer	Bob		PreAdm-000012	N/A

On the next screen, you can choose to create the **MyChildAtSchool User Accounts Manually** or **Automatically**. It is recommended that you use **Auto** and ensure you create the accounts to your requirements, for example the image below will create **User Accounts** for all **Priority 1 Contacts** who have **Parental Responsibility**.

User Account Creation

Manual (Ideal for creating individual accounts)

Auto (Ideal for creating new accounts en masse, this option will Auto Generate the User Name and password for each contact, meeting the criteria set below)

Contact priority level and Parental Responsibility

Parental Responsibility (Note that any contacts with a Court Order will be ignored and need to be manually dealt with to set up an account)

Contact Priority: All 1 2 3 4

Access	Contact Name	Student First Name	Student Last Name	Relation	Admission No	Tutor Group	Year Group	Priority	Parental Responsibility	Court Order Restriction	Show Student Details
<input checked="" type="checkbox"/>	Miss A Booth	Carrie-Ann	Chatterjee	Mother	S0311A	07B	2	1	Yes	No	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Miss M Perry	Roy	Hamer	Mother	S0320A	07A	6	1	Yes	No	<input checked="" type="checkbox"/>

Click on the **Generate** button once you are ready to create the **New Accounts**, all the created **Login Names** and **Invitation Code** will then be presented for every **Contact**.

User Account Creation

Grid actions: Copy Excel CSV PDF Print

Contact Name	Login Name	Invitation Code	Is Active	Students
Miss Ashley Booth	Booth2938	D81EC2994A	Enabled	Chatterjee Carrie-Ann
Miss Michelle Perry	Perry2950	EBDECB564C	Enabled	Hamer Roy

You can **Export** or **Print** this information by clicking on the **CSV** icon in the top right of the table of created **Accounts**.

Data Archiving and DMS Storage

This section will assist you with archiving the oldest **Academic Year** in your MIS system and how to manage the **DMS Storage** linked to your MIS system.

Data Archiving



Please note that this process is **IRREVERSIBLE** so ensure you have reviewed the process carefully before completing.

Please call the Helpdesk on 020 8290 7177 if you have any questions.

To see the previous **Academic Years** that have been archived on your system go to **Modules>Setup>Data Archiving**, it may show nothing if this is the first time you are performing this process.

Year	Archived Date	Archived By
No data available in table		

The **Archiving** process and which **Academic Year** will be processed will be displayed on the **Data Archive Configuration** page. From here you can also review exactly what will be archived and what will be **permanently deleted** from your MIS system.

Archive Oldest Academic Year

This process will archive oldest academic year in the system: 2012

The following data will be transferred to archive tables and removed from the system:

- Attendances (AM/PM & Class)
- Assessment Results
- Behaviour Events
- Exam Results

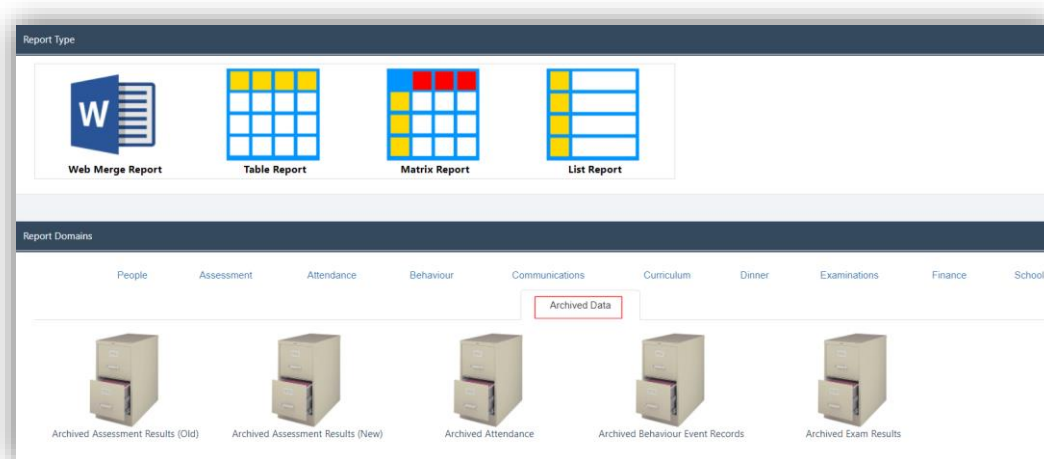
The following data and their links will be deleted from system permanently for selected academic year:

- Groups, Memberships and Timetables (inc. Classes & Tutor Groups)
- Cover Data
- Exams Data
- Detentions
- Academic Year Calendar
- Attendance Comments
- Student's Planning Learning Hours
- Support Timetables

Data transferred into archive tables can be accessed and reported via Reporting module's ARCHIVE section.

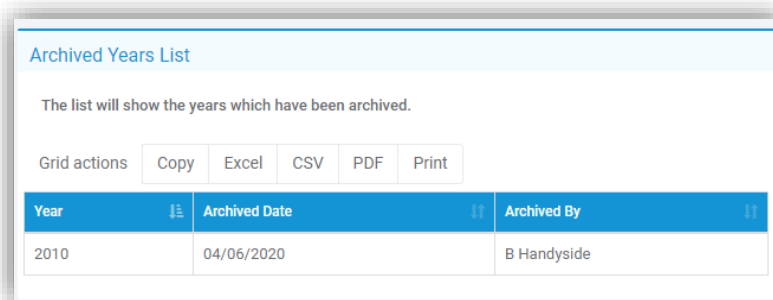
This process is IRREVERSIBLE! Please enter your password below and click the 'Archive Now' button to start the archiving process!

This information can be accessed and reported on via the **Ad-Hoc Reporting** module using the **Archive Report Domain**.



Once you have reviewed and are happy to proceed, you will need to enter your **MIS Account Password** before clicking on the **Archive Now** button.

The process will run and take you back to the previous screen with a confirmation message at the top of the page to indicate the process completed successfully and now you should see the **Academic Year** you have just archived in the **Archive Years** list.



DMS Storage

You should also review your **DMS Storage** and remove any reports/documents that are no longer needed. Please refer to the **Managing the DMS** guide that is available in the **Documentation Centre: How the Manage the DMS**.

This is the end of the **End of Year Guide for Primaries 2023**

If you have any issues or queries, please do not hesitate in contacting the Helpdesk on **020 8290 7177**.

COPYRIGHT

This document and the software described in it are copyrighted with all rights reserved. Under copyright laws, neither the documentation nor the software may be reproduced, copied, translated, or reduced to any electronic medium or machine-readable form, without prior written consent from Bromcom Computers Plc. Failure to comply with this condition may result in prosecution.

This computer program is the intellectual property of Bromcom Computers Plc. The program is protected under copyright law and is licensed for use only by the user who has subscribed as a customer of Bromcom Computers Plc. Sale, lease, hire rental or re-assignment to, or by, a third party without the prior and written permission of Bromcom Computers is prohibited.

Disclaimer: Bromcom's policy is one of constant development and improvement. We reserve the right to alter, modify, correct, and upgrade our software programs and publications without notice and without incurring liability.

Copyright:

**Bromcom Computers Plc
Rutland House,
44 Masons Hill
Bromley
Kent
BR2 9JG
United Kingdom**

Web: www.bromcom.com (Main Site)

<https://support.bromcom.com> (Users Site)

Tel: (Helpdesk) +44 (0) 20 8290 7177

April 2023