End of Year Guide for Virtual School 2023 – Partner School

Contents

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.

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

If you have any issues or queries regarding the processes in this guide please do not hesitate to contact the **Bromcom Help Desk on 020 8290 7177**

As your system is responsible for communicating elements of shared data that will reside within the virtual school it is imperative that the guidance and processes are adhered to. Throughout this document you will find points that refer you to the **End of Year** guide for the Virtual school. If it is not your role to undertake the **End of Year** for the virtual school, it is still important that you inform the **Virtual School Administrator** that you have completed your steps.

If your system is not cloud-based, then then it is your responsibility that you ensure a backup has been made prior to undertaking the **End of Year** procedure. This backup should, ideally, be made onto an appropriate removable media and stored in a secure location. Do not leave any backup media in an unsecured location. The data stored in the Bromcom MIS contains personal information that should be handled using appropriate adherence to pertinent government guidelines.

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.

> Communication is key throughout the **End of Year** process for Virtual schools
>
> *If you are not the individual responsible for completing the **End of Year** on the Virtual school, please ensure that you know who the **Virtual School Administrator** is before beginning your own **End of Year** process*
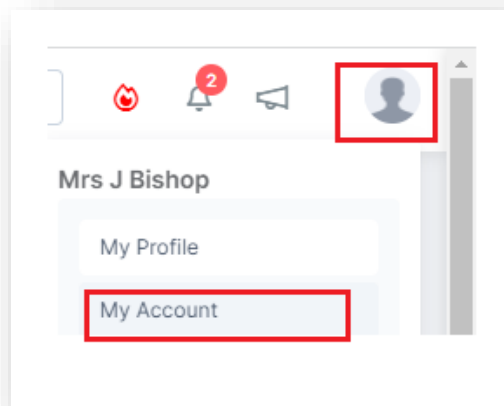
Preparation

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?

- Which of the current **Classes** will continue through into next year e.g., exam classes following a two year course, Year 8 into Year 9, etc?
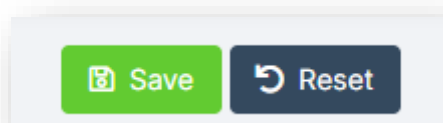
Interval setting for the End of Year

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 **photo** on the top right of Bromcom **and** then choose **My Account.**

Then in the **General** tab from the **Current Interval** dropdown select **Nucleus**

Click **Save**

Version

Before beginning your **End of Year** Procedure. Please ensure that you are running version **5.23.8.4 or later**. The version number is displayed in the **bottom left** of all pages once logged into the MIS.

If you are using on the Cloud System, then you will be running the latest version.

Creating a New Period Structure

You only need to complete this section if you plan to use a **Different Period Structure** next year e.g., you are changing the shape of the school day or moving to a 2-week timetable, etc. Otherwise, you can skip this step and continue to Creating a New Academic Year

If you do wish to change the period structure on the Virtual school remember that you **must design a structure that will allow the mapping of each Partner schools data.**

Following this change, you will also need to undergo the mapping process for each of the Partner schools.

> ⚠️ If you use the detentions management option and you create a new period structure you will need to re setup the detention scheduling for the new academic year. See Reset Behaviour.

> Ensure that you are using a logon that has been given the Administrator role

Launch the browser and go to **Curriculum > Maintenance > Configurations**. Check these and if necessary, adjust them. Setting the correct defaults will make it much quicker to create the new period structure later.


Set the default durations of your new period structure: AM, PM, and Class Periods. Click

> Don't worry - Any changes made on this screen **will not** affect the current year's data.

> The 'Class Duration' refers to the length of the period and the 'Max Class Duration' refers to the maximum length a period can be. For example, each period of the day may have a duration of 40 minutes, but the last period on Friday may be 50 minutes. Therefore, the Class Duration would be 40 and the Max Class Duration 60 allowing for a

Click on **SAVE** to save any changes.

Now go to: *Config> Curriculum > Period Structures*.
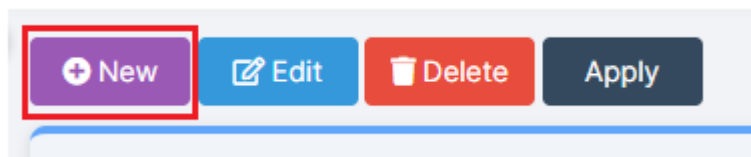
Click **NEW**.

You should now see the **Create Period Structure** screen.

Give your new model a **Period Structure Name**, which must be unique, for example "1 Week 6 Period"

Set the start time for the **Morning** and **Afternoon Begins** ; this will be the time the first session of the morning and afternoon begins. This will usually be the AM and PM registration sessions, where AM and or PM registers are not used, it will be the first period of the morning and the first of the afternoon.

Set the **number of weeks** that will exist in your timetable cycle for example; a 10-day timetable cycle that runs Monday-Friday is a **2-week cycle** (Monday to Friday week 1, followed by Monday to Friday week 2).

A **1 week cycle** that runs Monday-Friday is 1 week and 5 days in the timetable cycle.

Once you have selected the number of weeks you should put a tick in the boxes of the days that are part of the cycle.

> If you make this a multi week cycle, be sure to check the boxes for the days of the week that are to be Academic Days in the extra weeks.

The **days in timetable cycle** box should usually contain the value of the number of Academic days in your timetable cycle as defined above (e.g., 5 in the example above). It can sometimes be different so if you are unsure of what to put in this field then please contact the Help Desk for advice.

Enter the number of **days in the timetable cycle**

The **Available From** date is the date from when you are first able to use it within an Academic Calendar. If you are performing your **End of Year** Process before the start of your new Academic Year then just leave it as today's date (It will not affect the current Academic Calendar), otherwise ensure the **Available From** date is before the start date of your new Academic Calendar.

Click **NEXT**

Once you click on **NEXT**, the system automatically takes you to another screen – **Timetable Model**, here is where you create the actual period structure of the day. AM position and duration, number of morning sessions, PM position location, Lunches, Breaks

Click the **ADD** button to increase the number of available periods – and use the **Period Type drop down** to select the type of period, AM,PM,TP. Please Note; new periods will default to TP – (Teaching Period). You can edit the start and end times but please bear in mind that the **times must not overlap.**

RECOMMENDED! Please define your **Breaks (BR)**, **Lunch (LU),** **Pre-School (PS)** and **After School sessions (AS)**. You will need them if you want to schedule detentions outside normal teaching periods (e.g., after school) or you want to timetable a teacher to do lunchtime duty.

Please remember to adhere to the AM, PM Period durations as defined on Page 5 **Defaults for Period Durations**. As well as the **morning and afternoon begins** session start times from **Create Period Structure**

Even though the **AM** and **PM** sessions are not recorded at the Virtual school it is good practise to leave them in place. If you are not sure, please contact the Bromcom Help Desk for advice before proceeding further.

The top right checkbox to **Copy Settings to all days of the Timetable Cycle** is to save you having to set this up for each day where it is the same as Day 1. Tick this box and click on **SAVE** and the completed day is then copied to all the days in your Timetable Cycle.

If one day of the cycle is different e.g., you finish early on a Friday for Staff Meetings, then amend the appropriate days (Day 5 and 10 in this case as we have a 2 Week Timetable), making sure that the **Copy Settings to All Days of the Timetable Cycle** box is __unticked__ and click on **SAVE** again.

If the settings are incorrect, the system will display a warning in red. Make the appropriate amendments and click **SAVE** again.

When no warnings are displayed, click **SAVE** to complete the creation of your new Period Structure. You will then be returned to the Period Structure page.

If you have made changes to the period structure, then please check to ensure all the parameters under **Attendance > Maintenance > Register Update Parameters** are still valid. For instance, it would be difficult to update the PM register from Period 5 if your structure has changed such that there is no longer a Period 5. See How to use Register Update Parameters

Creating a New Academic Year

Your current academic year will expire on or around the end of August/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.

This section can be executed independently of the Partner schools.

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 don't worry if your first academic day is sometime after this as you will be able to set that later.
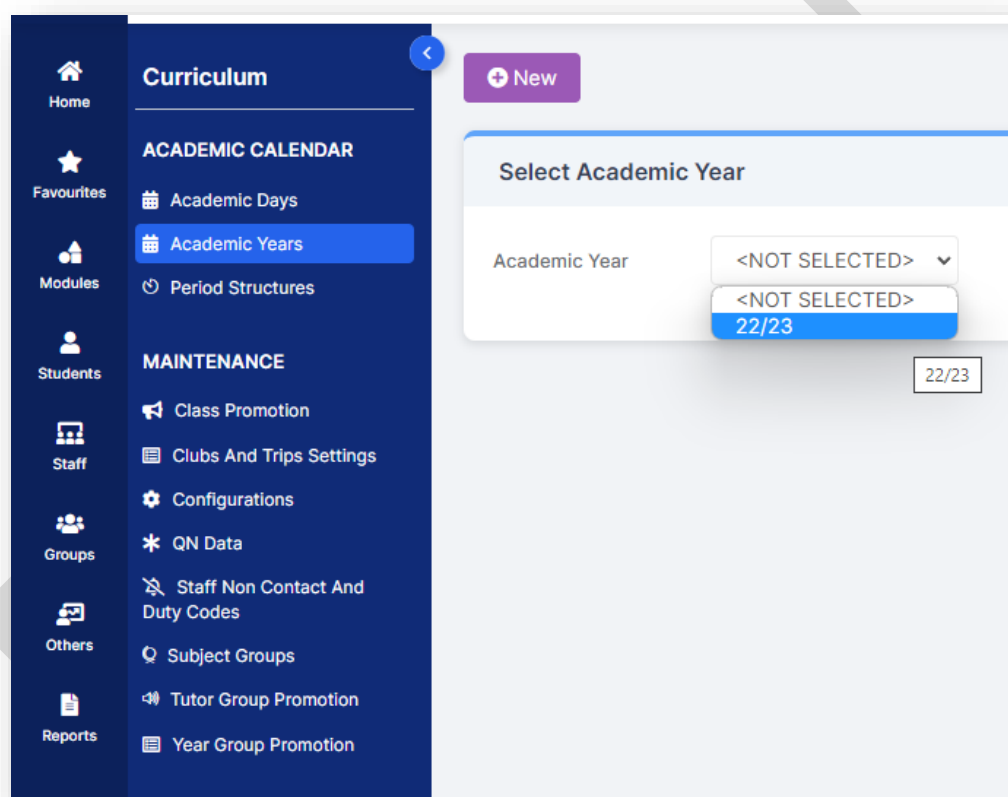
The end date of this year may need changing. This year September 1st falls on a Friday. All Bromcom calendar weeks need to **begin on a Sunday** and **end on a Saturday** so in this section we are going to set the end date of the Academic Year 2022/2023 to **Saturday 26/08/2023** and **SAVE**.

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

(To change the forthcoming year's, Start Date you need to edit the current year End Date)

Gog to *Config>Curriculum>Academic Years*.

Ensure the correct academic year is selected from the dropdown , this will be **22/23**

End Date must be a **Saturday**

Change the **End Date** to the Saturday before the **Start Date** of the forthcoming year. This is due to the system requirements that all weeks **must start on a Sunday and end on a Saturday**.

> For example, if the new academic year starts on Friday 1st September 2023, then the End Date of the previous year can be no later than **Saturday 26th August 2023** as per our examples.

Click **SAVE**.

You will now be back in the Config>Curriculum>Academic Year screen

Click on **NEW**.

You are now creating your new 23/24 Academic Calendar. Now set the new Academic Years' end date to be the last Saturday of that academic year. For most customers, this would **Saturday 31ˢᵗ August 2024**

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.

> Again, do not worry if your first academic day or end of terms do not adhere to these dates completely, you will get the chance to add finer detail in the next stages.

Now select the **Period Structure** that you are using from the dropdown list. If you have defined a new **Period Structure** in Creating a New Period Structure in this guide, then select this as the new model, otherwise you can choose the model from the current year. *(in this example we use the 1 week 6 period' Period Structure)*

You can (if you wish) change the colour associated with the academic year, which will change the text colour on the Academic Days screen, this is done by clicking on the **Colour Code** dropdown.

Finally, when picking the **Timetable Day for the first week day of Term 1** always enter "**1**".

Once you are happy with your selections click **CREATE**.

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

All days in these new terms are currently set to **Academic Days** – you now need to edit the relevant weeks to put in Holidays and Staff Only days. When the **CREATE** process is complete you will be returned to **Config>Curriculum>Academic Years.** From the left hand menu choose **Academic Days.**
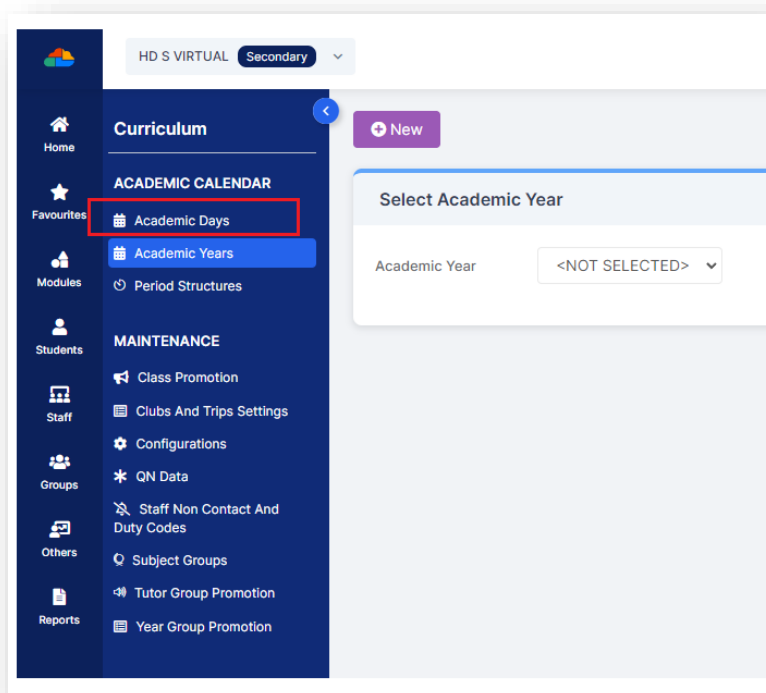
Then from the Select Academic Year panel from the dropdown choose **23/24**
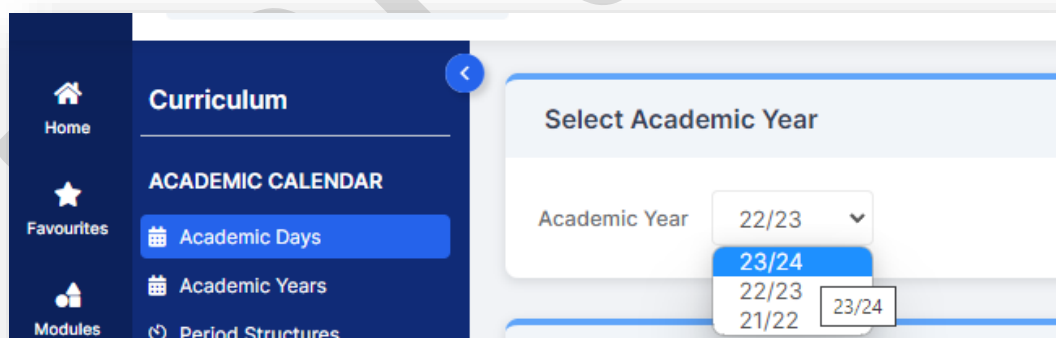
Go into each Term by clicking the right hand dropdown arrow.

Then by clicking **Edit** for each individual week on the right of the screen to set the individual **Day Status** for the selected week. This includes staff only days, school holidays and public holidays.

Week	From Date	To Date	Time Table 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

Term 1 23/24 — 27/08/2023 to 30/12/2023

Week	From Date	To Date	Time Table 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	*	*	-	-	-	-	-	-	-	-	-	-	*	*	✎

Week 1, Autumn 23/24

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

Day	Date	AM	PM	TT Day	Lock
Sun	27/08/2023	*	*	-	☐
Mon	28/08/2023	$	$	-	☐
Tue	29/08/2023	-	-	2	☐
Wed	30/08/2023	-	-	3	☐
Thu	31/08/2023	-	-	4	☐
Fri	01/09/2023	-	-	5	☐
Sat	02/09/2023	*	*	-	☐

☐ 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]

Also set any deviation from the expected timetable day cycle. Normally the cycle will be a logical numeric progression (1,2,3,4, etc…) but there may be deviations from this that need to be accounted for. If they exist, then simply select the week containing the adjustment and change the value in the drop down against that day (you can view Timetable Days by clicking the **Display Timetable Days** option).

Click **Save** for each week you edit.

Once you have set the specific day details for each term then you have completed the academic year setup.

If you have a multi-week timetable, it is **critical** to ensure that the **Time Table Week** numbers are correct. This is to ensure your timetable is consistent for the rest of the coming year. Check the timetable days are correct by clicking the appropriate week number after each half term/new term.

Week	From Date	To Date	Time Table 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	2	*	*	-	-	-	-	-	-	-	-	-	-	*	*	☑
3	10/09/2023	16/09/2023	1	*	*	-	-	-	-	-	-	-	-	-	-	*	*	☑
4	17/09/2023	23/09/2023	2	*	*	-	-	-	-	-	-	-	-	-	-	*	*	☑
5	24/09/2023	30/09/2023	1	*	*	-	-	-	-	-	-	-	-	-	-	*	*	☑
6	01/10/2023	07/10/2023	2	*	*	-	-	-	-	-	-	-	-	-	-	*	*	☑
7	08/10/2023	14/10/2023	1	*	*	-	-	-	-	-	-	-	-	-	-	*	*	☑
8	15/10/2023	21/10/2023		*	*	*	*	*	*	*	*	*	*	*	*	*	*	☑
9	22/10/2023	28/10/2023	2	*	*	-	-	-	-	-	-	-	-	-	-	*	*	☑
10	29/10/2023	04/11/2023	1	*	*	-	-	-	-	-	-	-	-	-	-	*	*	☑
11	05/11/2023	11/11/2023	2	*	*	-	-	-	-	-	-	-	-	-	-	*	*	☑
12	12/11/2023	18/11/2023	1	*	*	-	-	-	-	-	-	-	-	-	-	*	*	☑

Term 1 23/24 — 27/08/2023 to 30/12/2023

Register Update Parameters

> ⚠️ This step is required for all users that use Teaching Periods in their Period Structure
> If this step is not completed, none of the expected automatic updates of AM/PM attendance from other periods will occur. Therefore, it is imperative that it is finished in its entirety.

Go to **Config** > **Attendance** > **Register Update Parameters**.

Select **Multiple Dates** and then set your Start/End Date as your 23/24 Academic Year Dates

Now you are selecting the range of dates for which the new settings are going to apply.

Simply select the desired Start Date and End Dates for the **Academic Start and Academic End**
(If the page refreshes at this point and hides the Term selector then click the maximise button to re-open it).

If your forthcoming year's structure closely resembles the current (or previous) year's structure, simply click on the **Last Available Settings** button at the top left of the screen and then click on **SAVE**

If you are changing the period/time structure for the new academic year, then this screen will require careful configuration. To this end it is recommended that you contact the Help Desk to assist you in configuring these additional options.

Please ignore the "Warning: Inconsistent data found in database" message. This will disappear once you have set up the parameters for the new academic year but if it does not, please contact the Helpdesk.

Once you are happy with any changes you have made, you can click **SAVE**. *(Please contact the Help Desk if you are unsure of anything at this point.)*

Maintenance of Curriculum Entities

This is where you would change any setups of your curriculum information. Year Groups, Subjects, Departments, Faculties, Houses, Learning Aims etc.
If you are not making changes to these settings then you can skip to the next section, otherwise please read on.

Houses, if you are introducing a **House** system or changing the way it is organised, use the menu path – **Groups > Group Type > House** to create **NEW** ones with a start date of the beginning of the new academic year. **VIEW** and edit the existing Houses to change memberships or give them an End Date.

Subjects, Departments and Faculties will normally continue through from year to year.
If any are not in use for the next year, they can be given an End Date using **VIEW** and editing the definition. Memberships of staff and Subjects to Departments, and Departments to Faculties can also be amended to reflect the situation for next year otherwise they continue through unchanged so long as there are no end dates applied e.g., if a member of staff leaves and this sets an end date to all their memberships.

Add any **NEW** items as required with a start date of the beginning of the new academic year.

In all instances, please remember to double check any entered Start or End dates to ensure that they correctly match the appropriate dates from either the current year (in the case of items being ended) or the forthcoming Academic year (in the case of new items being added).

> Any changes to subjects, creating new subjects or ending existing subjects must be made with the full co-operation of the **Virtual School Administrator**. The subjects are not transferred across to the virtual school so any changes would need to be made on the **Virtual School** system as well.

If you have **Behaviour**, please continue to the next section otherwise, please proceed to **Promoting the Year groups.**

Reset/Reconfigure Behaviour
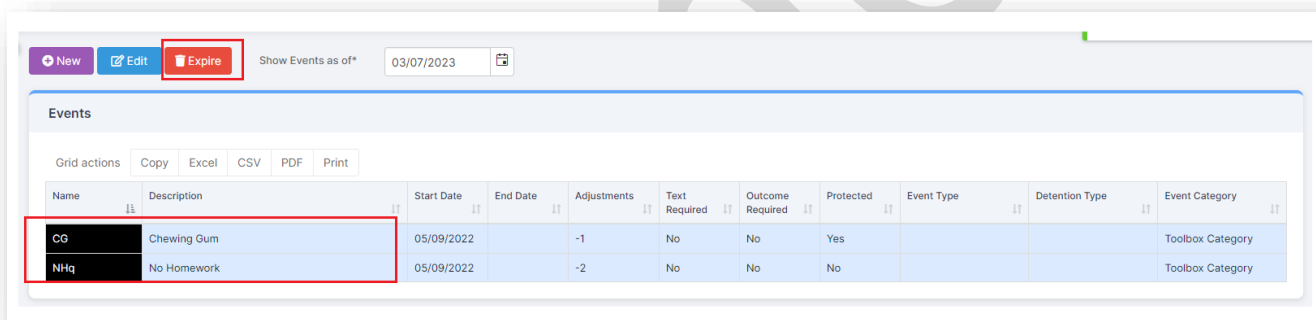
If your Behaviour setup requires changing for the forthcoming academic year or the students point totals are to be reset before the start of the new term, then you will need to complete this optional section.

> 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),* otherwise you can go straight to Promoting Tutor Groups

Any Behaviour Events/Actions that are on your current system that will not be used in the forthcoming Academic Year should be expired. This is amended in the Behaviour module.

Behaviour Actions and Events which need to be ended can be addressed through *Config>Behaviour>Actions* and *Config>Behaviour>Events*

Then check the **Events or Actions** that you wish to cease use of and click the "**Expire** " button.

> Expiring an Event or Action only removes it from the system from that date on. Historically, it is still there.

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

> If you are using Actions then starting new points totals is extremely important; If not completed, then all next year's points will simply be added to the current year's points' totals

To start new Student Totals - Go to *Modules>Behaviour>Reset Student Actions.*

Select **Start New Points Total** option.

Enter the date to start the new totals from (most likely the **first Sunday of the new Academic Year**).
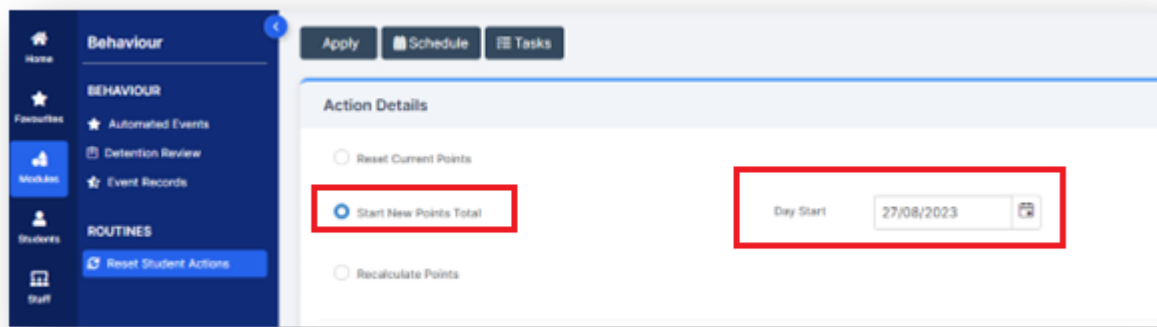
If you want to apply **New Points Totals to all students and actions**, then choose **All Students** and click on the **blue** find icon and choose all the Actions. Click **Apply.**
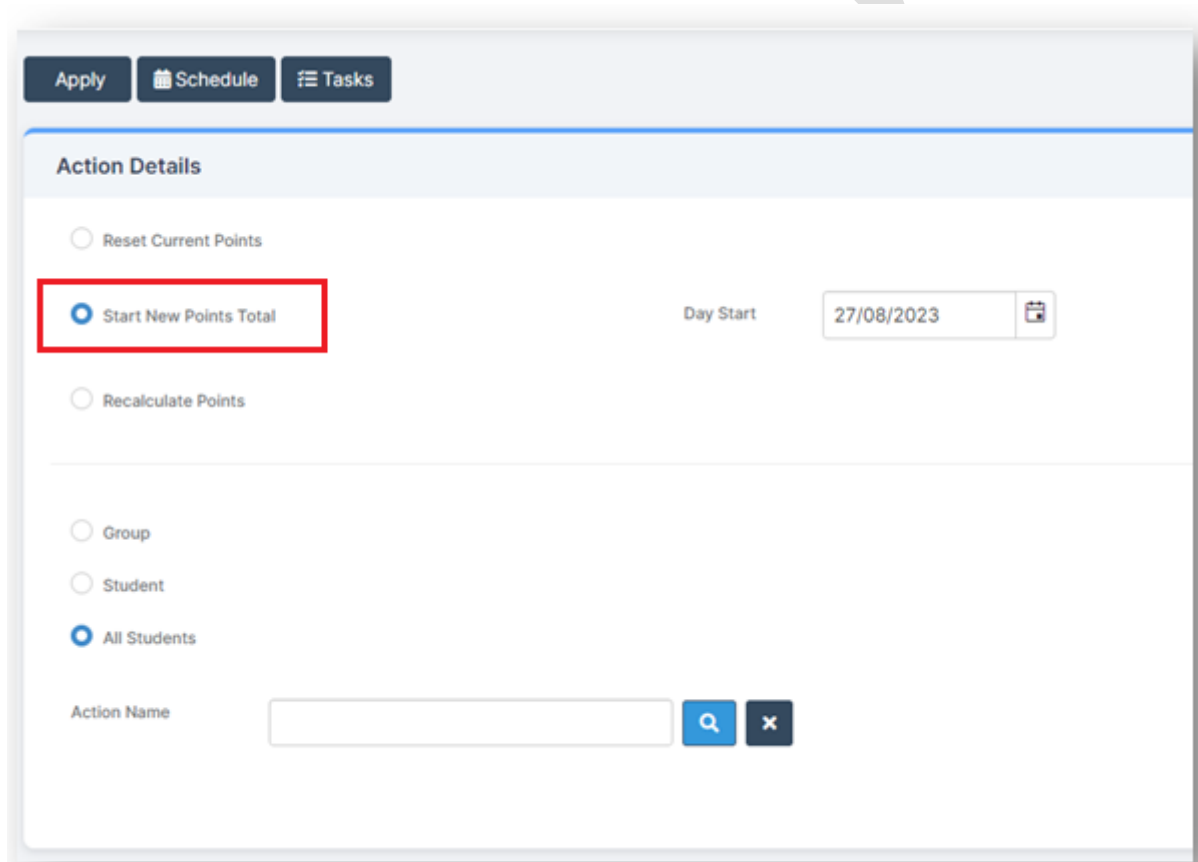
If not, do the following:

Select the students you want to start new point totals for by clicking the **Students** button, then clicking the blue find icon to open the **Student Selector** List

Select the actions you are starting new points totals by clicking the blue find icon on **Action Name** to open the Action List

Click **APPLY**. (You will get a confirmation message pop up. Just click on **Proceed** to continue.)

Promoting Tutor Groups

> You do not have to promote 'vertical' tutor groups, they continue unchanged apart from students leaving and joining the school.

Go to *Config>Curriculum>Tutor Group Promotion* offers a Tutor Group selector. First you need to select the current Tutor Groups and decide what they are to be called in the new academic year.

Once you have selected your Tutor Groups in the Selection List click **Go**.

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Select the Tutor Groups you want to Promote and click on the **Generate** button to get the system to suggest a name for the **Next Tutor Group**

Remember : You can **Save** these linkages and promote later (in case there are any changes to be confirmed by senior colleagues – remember you can always edit the names once groups have been created) or move straight to the next step and click **Promote** at this point.

The **Tutor Group promotion** page looks like this example:

You can choose to exclude any of the groups by deleting them from the list using the **red delete button**.

Check the Academic Year you will **Promote to** and enter the appropriate **Start Date**. Leave the end date blank if you don't want to decide on one at this point – the promotion process next year will set one for you.

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** (less likely so unchecked) and **Rooms** (likewise unchecked).

On '**Go**' the new groups are created 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).

If you have already created new groups (or imported them from your timetable software), so long as you use the same names, you can still use this process to populate student memberships en masse from old to new groups.

Hint: If you want to merge two Tutor Groups e.g., 11A1 and 11A2 become 12A in the Sixth Form, 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.

Promoting Classes

If the **timetable has been imported** then Classes, Staff and Rooms (and even student memberships) are created by that route and this option is redundant. It is mainly provided for those customers who do not import a timetable to the system but create it manually and/or have to setup student memberships ahead of their timetable import where their timetable does deal with students.

Go to *Config>Curriculum Class Promotion* this process works in much the same way as for Tutor Group Promotion

You can promote exam groups where they are completing the first year of a 2-year course and teaching sets for say Maths, English, etc.

Once you have selected the **Class(es)** click **Go**

There is no option to include House Memberships this time, just Staff and Rooms.

Follow the same process as Tutor Group promotion, selecting the Classes and then **Generate** to suggest the **Next Class Name.**

Remember : You can **Save** these linkages and promote later (in case there are any changes to be confirmed by senior colleagues – remember you can always edit the names once groups have been created) or move straight to the next step and click **Promote** at this point.

Alternatively, you can create the classes using **Groups>Teaching Classes** and then use the usual **Bulk Group Assignment** option to add students to all their new classes in one go?

Please contact the Help desk if you need any assistance with this process

Promoting Year Groups

First check that each Year Group has a '**Next Year Group**' linked to it. To do this, go to *Groups>Year Group*

Select the required year group, you can choose more than one and click on **VIEW.**
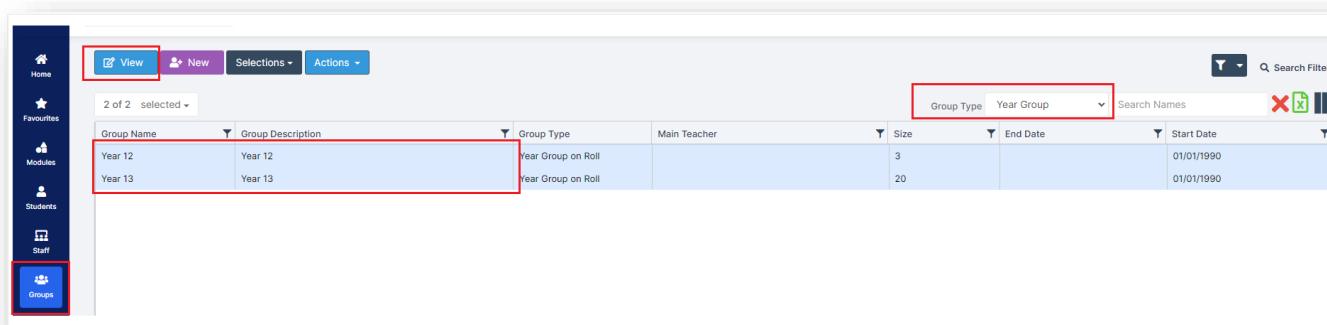
Then in the **Additional Group Detail** panel ensure the **Next Year Group** is populated.

The system will use this to promote that Year Group (e.g., 12) to next year's Group (e.g., 13).

Click on **SAVE** if changes have been made or else **CANCEL**. Then repeat the process for the other Year Groups.

> Year Groups go on 'ad infinitum' 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 Years' 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 Help desk.)*

Current NC year	Current NC Year Name	Next Year Group
12	Year 12	13
13	Year 13	13 (13 must have a Next Year Group in secondary schools)
?	<NOT SELECTED>	?

When you are ready to promote all your year groups go to *Config>Curriculum>Year Group Promotion*

Default year to **Promote from** is the current year (*or last year if you are doing this in September!*).

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

There is an additional checkbox to **include Staff memberships** where Heads of Year, etc, are moving up with the Year Group. Otherwise, their association with the Year Group ends at the end of the Academic Year.

The active on selector allows you to pick the date from which Year Group memberships will be taken. In this case, it will take all students active on 03/07/2023 and promote them to the next Year Group up into the academic year 23/24.

Clicking on **OK** promotes all of year groups.

Adding New Students

These can be added by any or all the options below

To add new Students manually go to *Students – New*
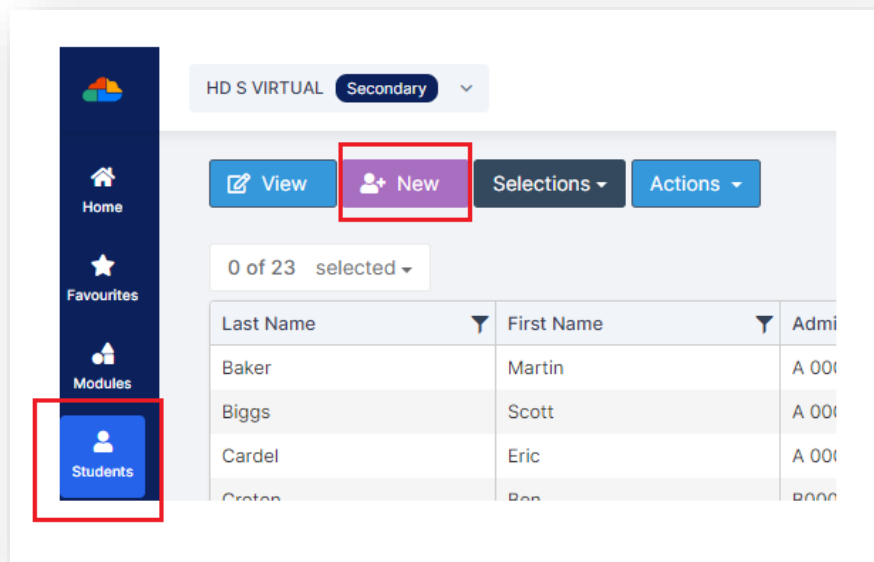
Fill in the screen below and click on **SAVE**.

You will then be brought to the standard Student Profile page.

From there, just add any extra information and then save it.

To add new Students from a CTF go to *Students>Action>CTF Import*
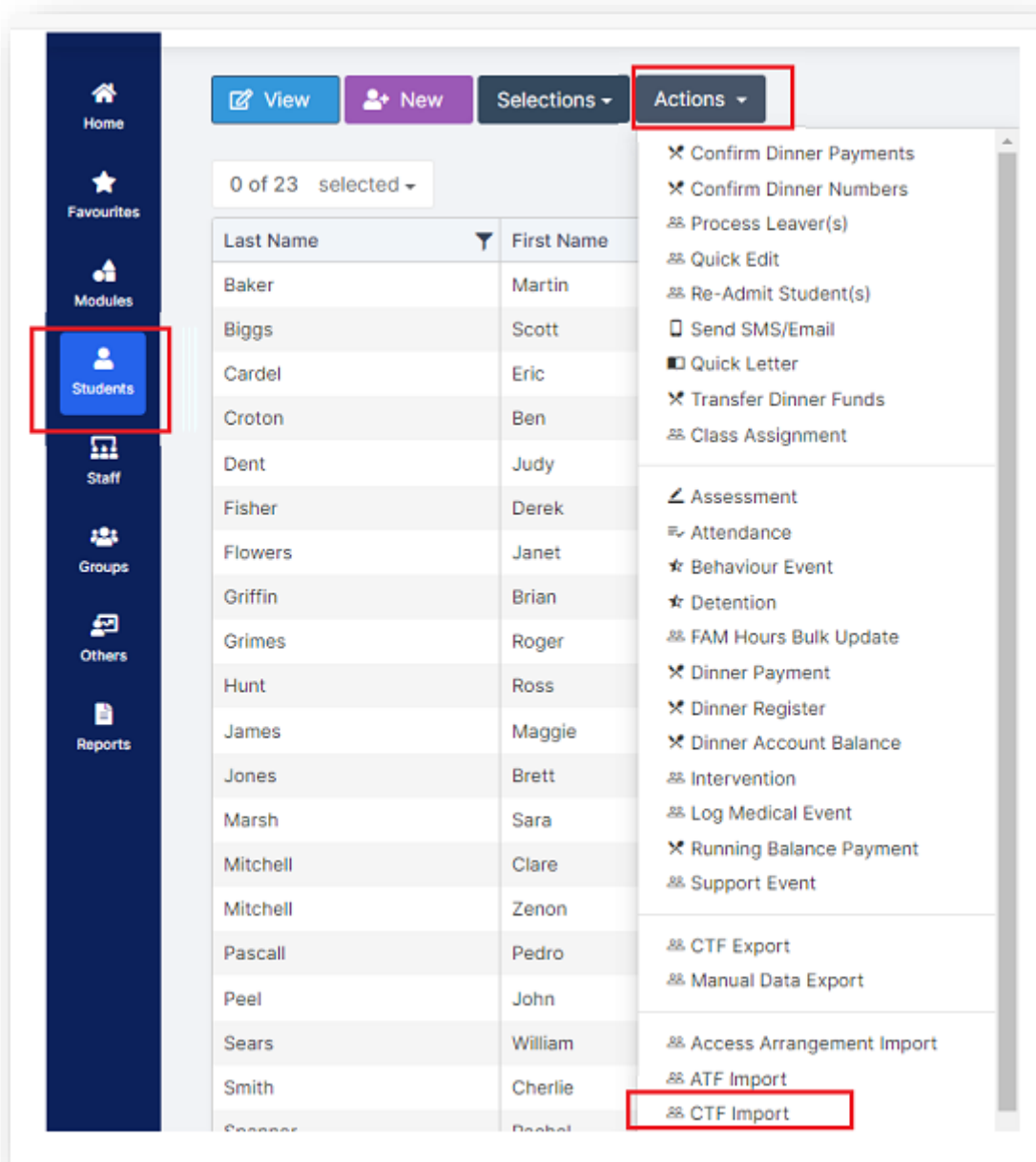
Information can be passed to the school from another school. Ensuring that you have the copy of the CTF file on your PC, you can then export this into the Bromcom system.

Click on the **BROWSE** icon to search your PC for the CTF Import file. Once found, select it, and click on **OPEN**.

Then enter in the Admission Date for when the new students will be starting. Normally this would be the first day of the first term of the new Academic Year.

Once you are happy, click on **OK** to import the students into the system.

To add new Students from an ATF import, go to *Students>Actions>ATF Import*
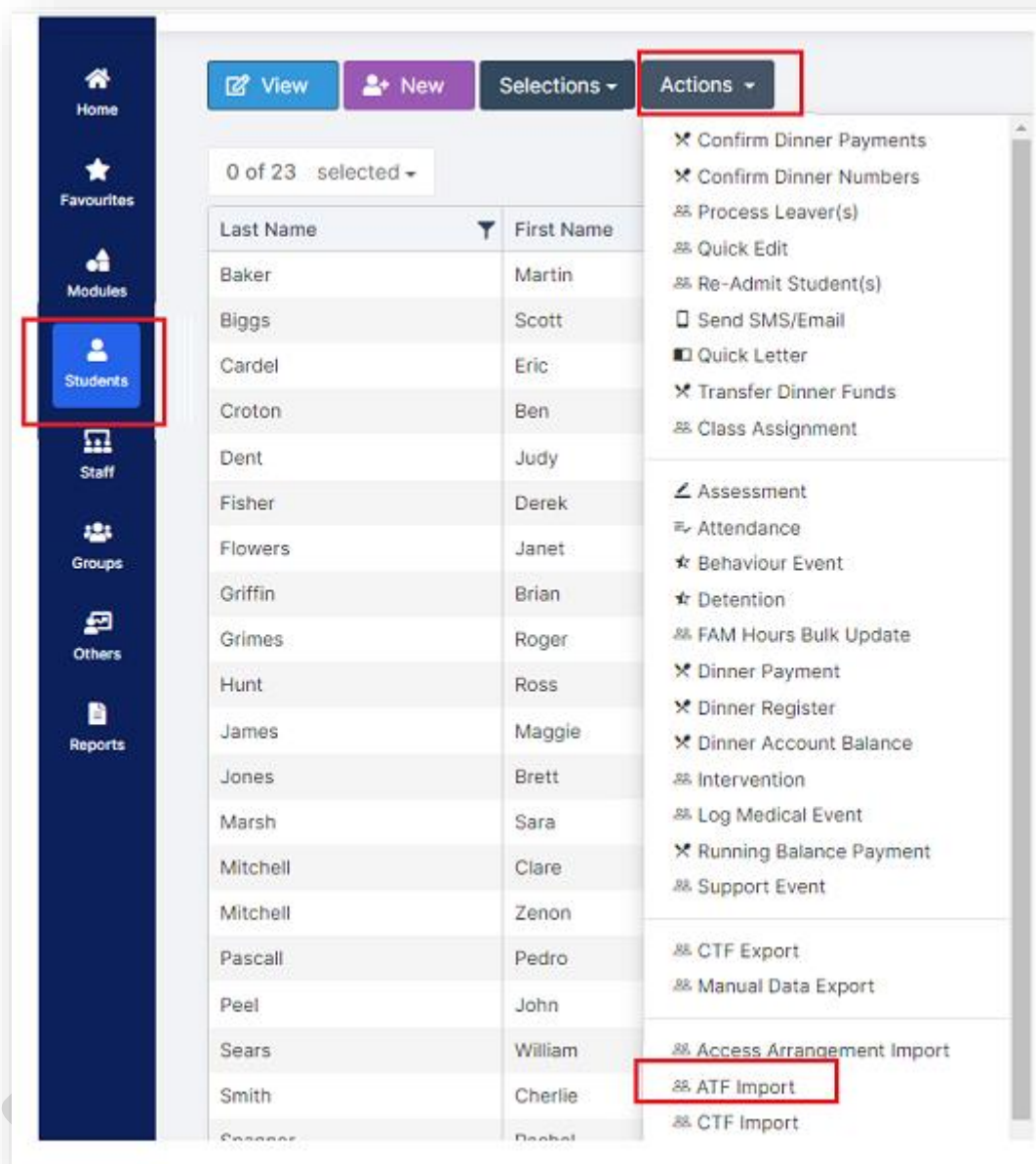
Click on the **BROWSE** icon to search your PC for the ATF Import file. Once found, select it, and click on **OPEN**.

Then enter in the Admission Date for when the new students will be starting.

Normally this would be the first day of the first term of the new Academic Year.

When you are happy, click on **OK** to import the students into the system.

> **PLEASE DO NOT PROCEED WITH THE NEXT STEPS UNTIL INFORMED TO DO SO BY YOUR VIRTUAL 6TH FORM ADMINISTRATOR**
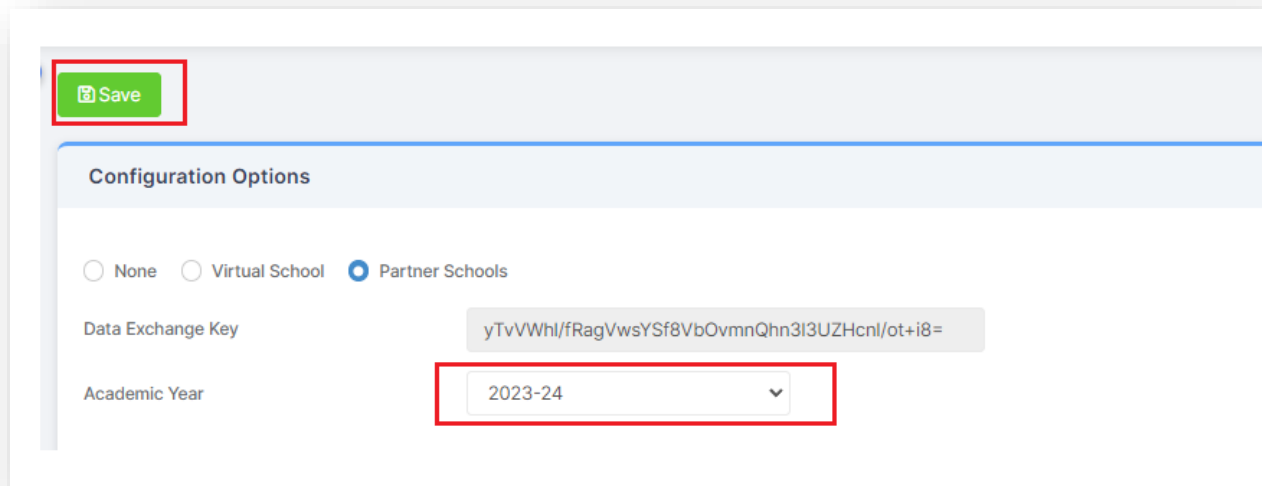
Add New Students to the Outplaced Students list

The virtual School system needs to be updated with the list of new students for the outplaced list.
Go to *Config> Setup>Virtual School Configurations*
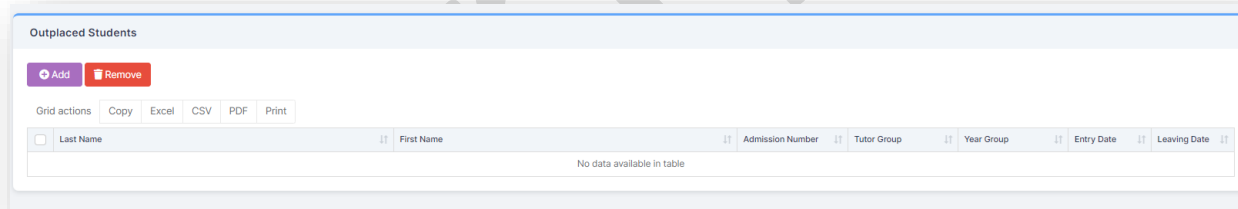
First ensure you set **Academic Year** to look at the data set for the new **2023-24** Academic Year. Click **Save.**

Outplaced Students are students attending **Classes** outside of their enrolled school.

To **Add** students, click on the **Add** button, this will open the **Student Selector** list to multi select the **Students**.

Select the Students by either clicking on the names in the **Student Selector** list or use the **left hand filters** to filter the list, if you do select filters on the left click **Find to refresh the list**, you can **Select All** if required then when you are happy with your selections and click **Done**

They will now be displayed in the **Outplaced Students** section.

Once the **Configurations** have been completed click **Save**. A notification will confirm the changes.

The **Partner School** controls all **Student** changes within their own school, which if updated will automatically be imported into the **Virtual School**.
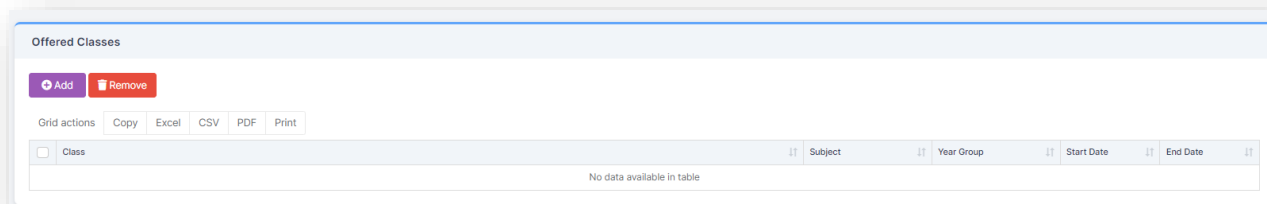
> **Note** when changes are made this should be communicated to all the other schools, by a method decided by the **Virtual School Administrator**, as staff may need to be informed of changes to class numbers etc.

Add New Classes to the Offered Classes List

The **Virtual School** system needs to be updated with the detail of the new classes for the offered classes list.
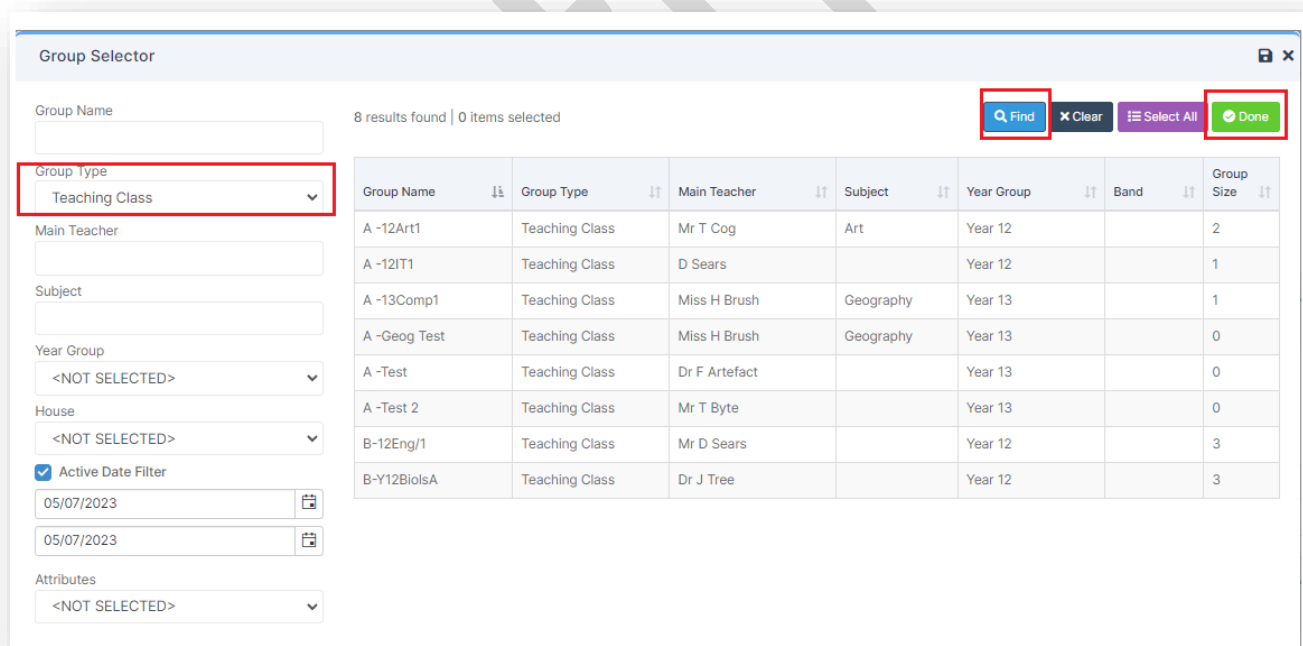
Go to *Config >Setup> Virtual School Configurations*

The classes that will be taken outside of the school will need to be added under the **Offered Classes** section. To do this click on the **Add** button, this will open the Group Selector.

Change the **Group Type** drop down to **Teaching Class,** click **Find** to refresh the list then once the **Classes** have been selected, click **Done** to add them to the **Offered Classes** list. They will now be displayed in the **Offered Classes** section.

End of Year Virtual School – Partner School

To remove **Classes** from the list, click on the **required Class(es)** and then click **Remove.**

The **Partner School** controls the **Timetable** changes within their own school, which if updated will automatically be imported into the **Virtual School**.
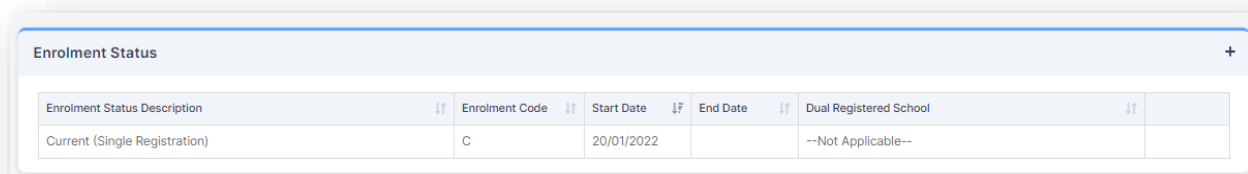
> **Note** when changes are made this should be communicated to all the other schools, by a method decided by the **Virtual School Administrator**, as students may need to be informed of room or time changes etc.

Confirm each External Student joining your establishment as their Base School

Once the Data transfer link is re-established detail for external students enrolled at the Virtual school directly will begin to flow into the partner school systems.

One (and only one) of the Partner schools should take responsibility for each external student and place them "on roll" within their system.

On the responsible **Partner School** go to *Students* and select the required Student(s), *click View* and on the **Enrolment Tab** in the **Student Profile** change the **Enrolment Status** to **Current** (**Single Registration**) and **Save**.

Enrolment Status					
Enrolment Status Description	Enrolment Code	Start Date	End Date	Dual Registered School	
Current (Single Registration)	C	20/01/2022		--Not Applicable--	

The **Student(s)** now must be added to the **Outplaced Students List**

Go to *Config>Set Up>Virtual School Configuration*.

In the **Outplaced Students** panel to **Add** students, click on the **Add** button, this will open the **Student Selector** list to multi select the **Students**.

Outplaced Students							
Last Name		First Name	Admission Number	Tutor Group	Year Group	Entry Date	Leaving Date
		No data available in table					

Select the Students by either clicking on the names in the **Student Selector** list or use the **left hand filters** to filter the list, if you do select filters on the left click **Find to refresh the list**, you can **Select All** if required then when you are happy with your selections and click **Done**

They will now be displayed in the **Outplaced Students** section.

Once the **Configurations** have been completed click on the **Save Changes** button to **Save**. A message will be given; **Changes have been saved successfully**!

The next transfer will update the **Virtual School** with the information of the student's new base school

This is the end of **End of Year Virtual Schools – Partner School**

If you have any issues or queries, please do not hesitate to contact the Bromcom Help Desk on **020 8290 7177**