

# End of Year Guide for Virtual Schools 2023 – Virtual



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## Basic Guidelines

Unlike the standard **End of Year** there are elements of this procedure that require the Partner school to have completed their **End of Year** procedure first. These elements will be noted within the text. The remainder of 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**

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

## Preparation

### For the End of Year

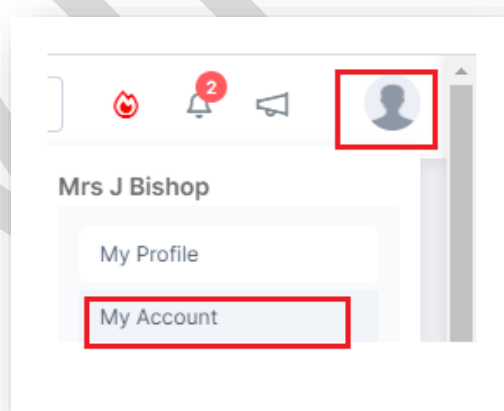
- It is recommended that you first **tidy up the current Academic Year**. Check with your colleagues at each Partner school to determine when they plan to run their own **End of Year**.

### Access

- Make sure that you have **access rights** to all the relevant menu items – an **Administrator** will have access by default.

### 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 **Account Name** and then click on **My Account** in the drop down menu.




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

General

User Access Key:

E1B46F7E-EAF1-4ACD-B1DF-59047028C

QR Code to link Teacher App:



Note: QR Code is valid until 30/06/2023 09:03

Default Language:

English (United Kingdo

Current Interval:

Nucleus

From 01/01/1993

Selection Component Page Size:

2500

☒ Max Limit

Projector Mode Login State:

☐ Off
 ☐ On
 ☒ Last State

Click **Save**

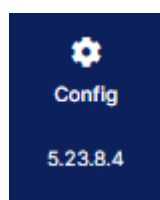
Save

Reset

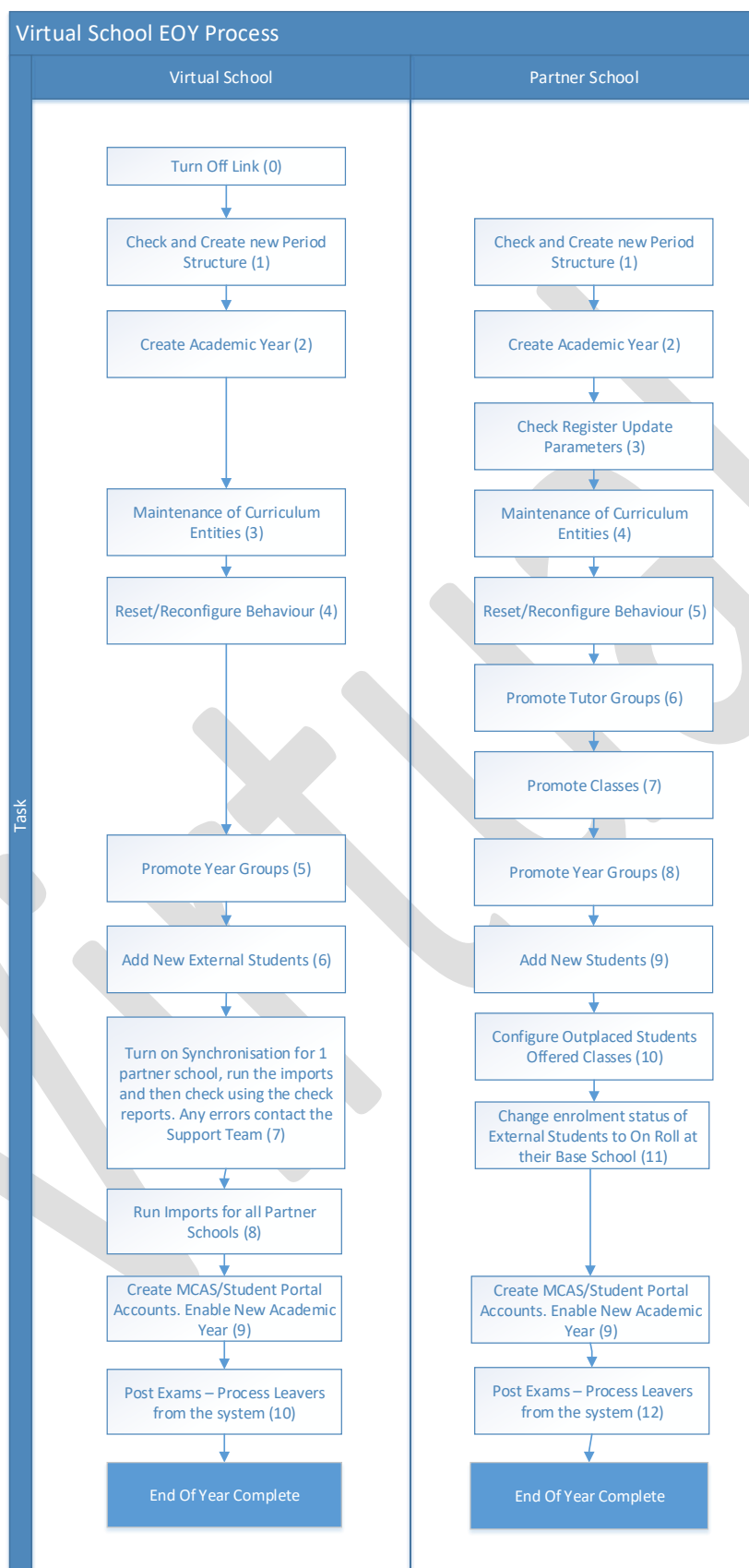
## Version

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.*



## Process Flowchart

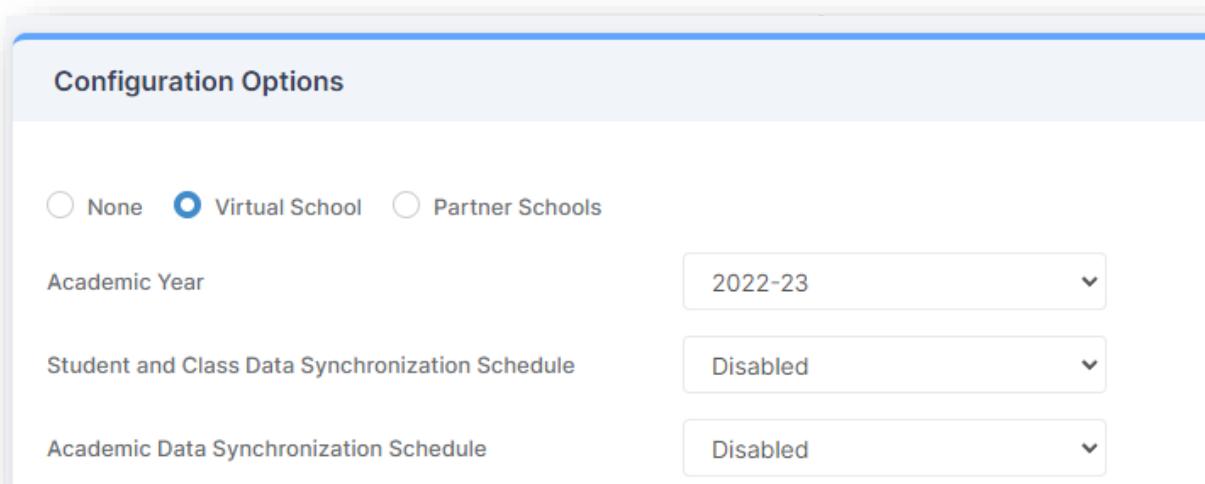


## Deactivate the Virtual School Link

While the **End of Year** process is underway each of your partner schools will be making potentially sweeping changes of their data. It is therefore advised that you de-activate the transfer of data until such a time as the partner schools have completed their own **End of Year** processes and are ready for the data to transfer.

Go to **Config> Setup > Virtual School Configuration**

Click on 'Student and Class Data Synchronisation Schedule' and 'Academic Data Synchronisation Schedule'



The screenshot shows a 'Configuration Options' form. At the top, there are three radio buttons: 'None', 'Virtual School' (which is selected), and 'Partner Schools'. Below this, there are three rows of configuration options, each with a label and a dropdown menu. The first row is 'Academic Year' with a dropdown showing '2022-23'. The second row is 'Student and Class Data Synchronization Schedule' with a dropdown showing 'Disabled'. The third row is 'Academic Data Synchronization Schedule' with a dropdown showing 'Disabled'.

Configuration Options	
<input type="radio"/> None <input checked="" type="radio"/> Virtual School <input type="radio"/> Partner Schools	
Academic Year	2022-23
Student and Class Data Synchronization Schedule	Disabled
Academic Data Synchronization Schedule	Disabled

From the list of choices, select **Disabled**  
Click **Save Changes**

Please remember to re-activate the link once your **Virtual School Administrator** has confirmed that the partner school systems are already to re-initiate data transfer.

## 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**.

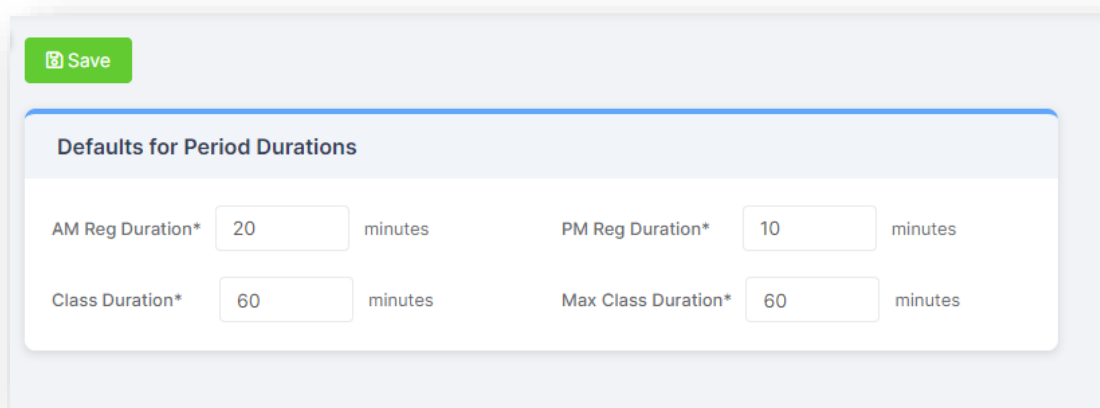
Following this change, you will also need to undergo the mapping process for each of the Partner schools.



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

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.



Save

Defaults for Period Durations

AM Reg Duration*	20	minutes	PM Reg Duration*	10	minutes
Class Duration*	60	minutes	Max Class Duration*	60	minutes

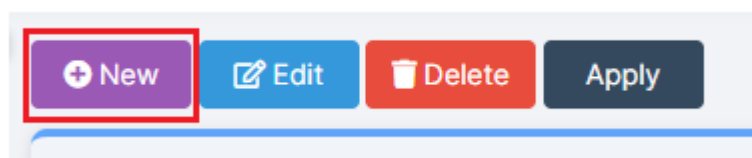
Set the default durations of your new period structure: AM, PM, and Class Periods. Click

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**.



+ New Edit Delete Apply

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"

**Create Period Structure**

Period Structure Name\* 1 week 6 periods

Morning Begins\* 08:30

Afternoon Begins\* 13:00

No. of weeks 1

Week 1\* ☒ Mon ☒ Tue ☒ Wed ☒ Thu ☒ Fri ☐ Sat ☐ Sun

Days in timetable cycle\* 5

Available From\* 30/06/2023

**Next** **Close**

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.**

Create Timetable Day Structure for 1 week 6 periods

Save your day structure as you finalise each day. Save the model when it is complete

AM Register Period PM Register Period Non-Teaching Time

Day 1 Day 2 Day 3 Day 4 Day 5

Add

Period Type

AM PM TP PS BR LU AS

Start Time 08:30

Duration (min) 20

Copy settings to all days

Save Back Close

Please Note: 11:00 – 11:49 is 50 minutes not 49. The system counts 11:00 as the first minute.



**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.

Create Timetable Day Structure for 1 week 6 periods

Save your day structure as you finalise each day. Save the model when it is complete ⓘ

AM Register Period PM Register Period Non-Teaching Time

Day 1

Day 2

Day 3

Day 4

Day 5

Add Delete

Copy settings to all days

Period Type	Start Time	Duration (min)
AM	08:30	20
TP	08:50	60
BR	09:50	15
TP	10:05	60
TP	11:05	60
LU	12:05	55
PM	13:00	60
TP	14:00	60
TP	15:00	60

Save Back Close

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.

HD S VIRTUAL

Secondary

Curriculum

ACADEMIC CALENDAR

Academic Days

Academic Years

Period Structures

MAINTENANCE

Class Promotion

Clubs And Trips Settings

Configurations

QN Data

Staff Non Contact And Duty Codes

Subject Groups

Tutor Group Promotion

Year Group Promotion

New

Edit

Delete

Apply

Select a Period Structure

Grid actions

Copy

Excel

CSV

PDF

Print

Period Structure	Available From	Applied Date Range
1 Week 5 P	15/08/2021	29/08/2021 - 30/07/2022 28/08/2022 - 26/08/2023
1 week 6 periods	30/06/2023	

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 1<sup>st</sup> 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**

The screenshot shows the Bromcom Curriculum configuration page. The left sidebar contains the following menu items: Home, Favourites, Modules, Students, Staff, Groups, Others, and Reports. The 'Curriculum' section is expanded, showing 'ACADEMIC CALENDAR' and 'MAINTENANCE' sub-sections. Under 'ACADEMIC CALENDAR', 'Academic Years' is selected. The main content area has a 'New' button and a 'Select Academic Year' dropdown menu. The dropdown menu is open, showing '<NOT SELECTED>' and '22/23' as options. The '22/23' option is highlighted. A small box next to the dropdown also displays '22/23'.

Save Cancel

**End Date must be a Saturday**

**Edit Academic Year**

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

Number of Terms\* 3

Terms	Name*	Start Date*	End Date*
1	Term 1	28/08/2022	31/12/2022
2	Term 2	01/01/2023	01/04/2023
3	Term 3	02/04/2023	22/07/2023

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

The start date of the forthcoming year automatically follows on from the end date of the current year.

As term dates must start on a Sunday, you are recommended to make the end date of the current year the Saturday of the week preceding

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

New

**Select Academic Year**

Academic Year <NOT SELECTED>

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 31<sup>st</sup> 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)*

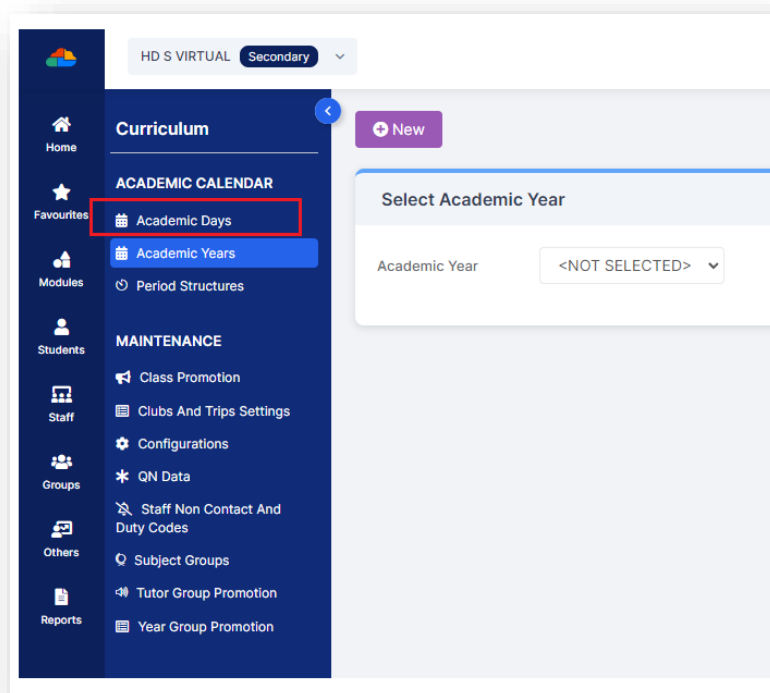
You can (if you wish) change the colour associated with the academic year, which will change the text colour on the Academic Days screen, this is done by clicking on the **Colour Code** dropdown.

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

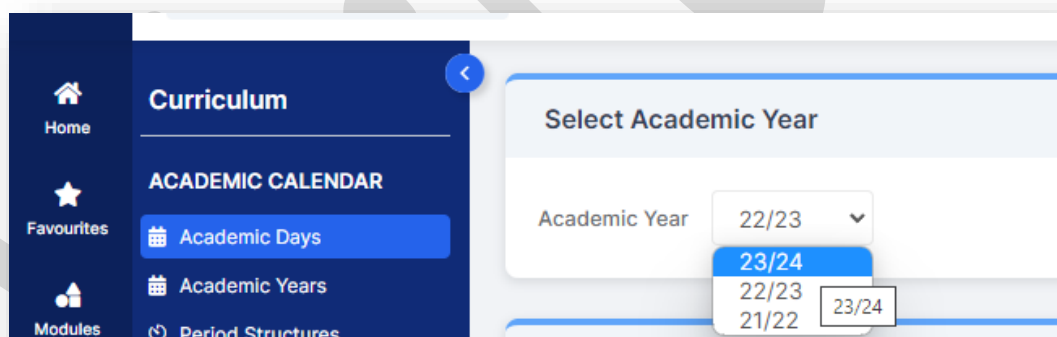
Once you are happy with your selections click **CREATE**.

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.

Term 1 23/24	27/08/2023 to 30/12/2023	▼
Term 2 23/24	31/12/2023 to 30/03/2024	▼
Term 3 23/24	31/03/2024 to 31/08/2024	▼

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.

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	<div>*</div>	<div>*</div>	<div>-</div>	<input type="checkbox"/>
Mon	28/08/2023	<div>\$</div>	<div>\$</div>	<div>-</div>	<input type="checkbox"/>
Tue	29/08/2023	<div>-</div>	<div>-</div>	<div>2</div>	<input type="checkbox"/>
Wed	30/08/2023	<div>-</div>	<div>-</div>	<div>3</div>	<input type="checkbox"/>
Thu	31/08/2023	<div>-</div>	<div>-</div>	<div>4</div>	<input type="checkbox"/>
Fri	01/09/2023	<div>-</div>	<div>-</div>	<div>5</div>	<input type="checkbox"/>
Sat	02/09/2023	<div>*</div>	<div>*</div>	<div>-</div>	<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



In some Local Authorities the attendance teams are no longer accepting \$ (our 'Staff Only' symbol) in Student Attendance Certificates. In such cases use the # to indicate these days, as well as the Holidays.

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).

You only need to check the box to **Cascade Timetable on Save** when you change all the days of a week e.g., if you change the week after Half Term to the days for Week 1 (to avoid it being Week 2 again), you will want all the subsequent weeks to update to match the revised sequence.













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.

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	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	*	*	-	-	-	-	-	-	-	-	-	-	*	*	

Remember to liaise with your **Partner Schools** to ensure that any period structure and timetable cycle remain compatible.

## 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.

Most of this information will be created automatically when you re-activate the link between virtual and partner schools. However, it is still worth double checking to ensure that any expiring subjects or groups are managed.

***If you are not making changes to these settings then you can skip to the next section, otherwise please read on.***

**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.

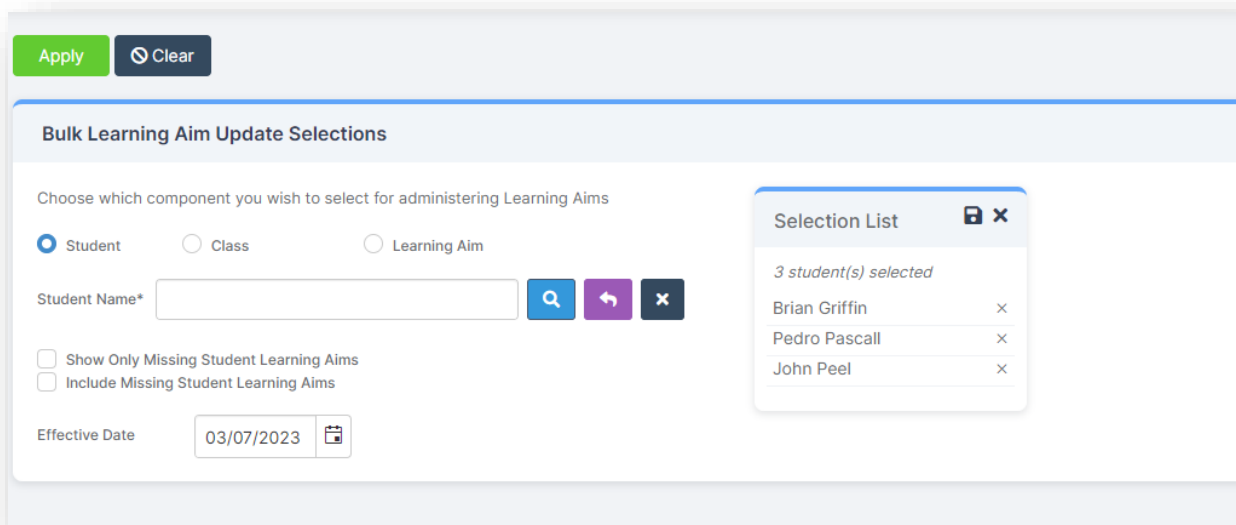
In all instances, please remember to double check any entered Start or End dates to ensure that they correctly match the appropriate dates from either the current year (in the case of items being ended) or the forthcoming Academic year (in the case of new items being added).

**Student Learning Aims** are managed on the virtual school record. Those that are continuing from the current Academic Year to the New Academic Year can be left alone as they will continue with the Student into the New Academic Year. If a course is ending, then the related **Student Learning Aims** also need to be ended. This can be done through **Modules>Curriculum>Bulk Learning Aim Update**

The screenshot shows the 'Bulk Learning Aim Update Selections' form within the HD S VIRTUAL system. The interface includes a sidebar with navigation options like Home, Favourites, Modules, Students, Staff, Groups, Others, and Reports. The main content area has a 'Curriculum' header with 'Apply' and 'Clear' buttons. Below this, the form is titled 'Bulk Learning Aim Update Selections' and contains the following elements:

- A dropdown menu at the top left showing 'HD S VIRTUAL' and 'Secondary'.
- Radio buttons to select the component for administering Learning Aims: ☒ Student, ☐ Class, and ☐ Learning Aim.
- A text input field for 'Student Name\*' with a search icon and a clear button.
- Two checkboxes: ☐ Show Only Missing Student Learning Aims and ☐ Include Missing Student Learning Aims.
- An 'Effective Date' field with a date picker set to '03/07/2023'.

You can select to update the **Learning Aims** by **Student**, **Class**, or **Learning Aim**. Once you have made your selection, simply click **Apply**.



**Bulk Learning Aim Update Selections**

Choose which component you wish to select for administering Learning Aims

☒ Student
 ☐ Class
 ☐ Learning Aim

Student Name\*  🔍 ↩ ✖

☐ Show Only Missing Student Learning Aims  
☐ Include Missing Student Learning Aims

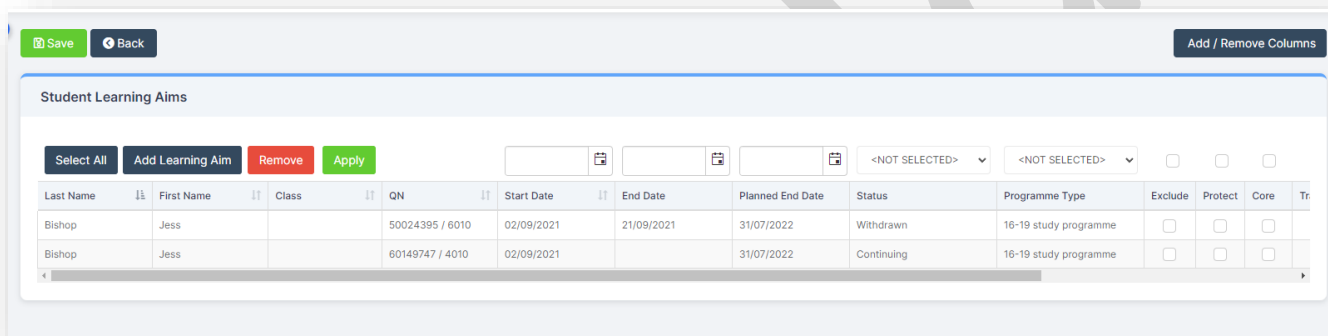
Effective Date  📅

**Selection List** 🔒 ✖

3 student(s) selected

Brian Griffin	✖
Pedro Pascall	✖
John Peel	✖

On the next page you will see all the **Students** selected with **ALL** their related **Learning Aims**



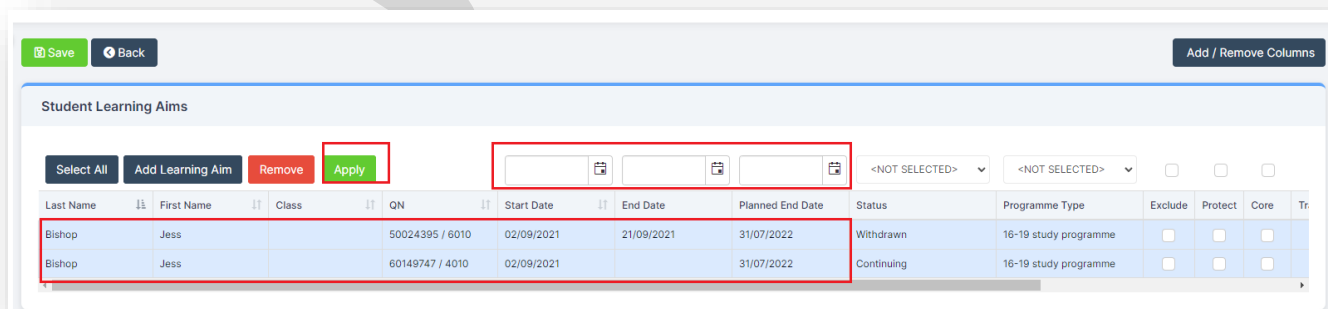
**Student Learning Aims**

🔒 ⏮ 🔍 ⏭ ⏴ ⏵ ⏶ ⏷ ⏸ ⏹ ⏺ ⏻ ⏼ ⏽ ⏾ ⏿ ⏺ ⏻ ⏼ ⏽ ⏾ ⏿

Last Name	First Name	Class	QN	Start Date	End Date	Planned End Date	Status	Programme Type	Exclude	Protect	Core	Tr
Bishop	Jess		50024395 / 6010	02/09/2021	21/09/2021	31/07/2022	Withdrawn	16-19 study programme	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bishop	Jess		60149747 / 4010	02/09/2021		31/07/2022	Continuing	16-19 study programme	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

You then need to select the **Learning Aims** for the Students that you need to add an End Date for by clicking on the lines that you want to update and enter in the relevant **End Date** and **Status** in the boxes above the Column Headers and then click on **Apply** to apply the **End Date** and **Status** to the selected **Learning Aims**

Click Save

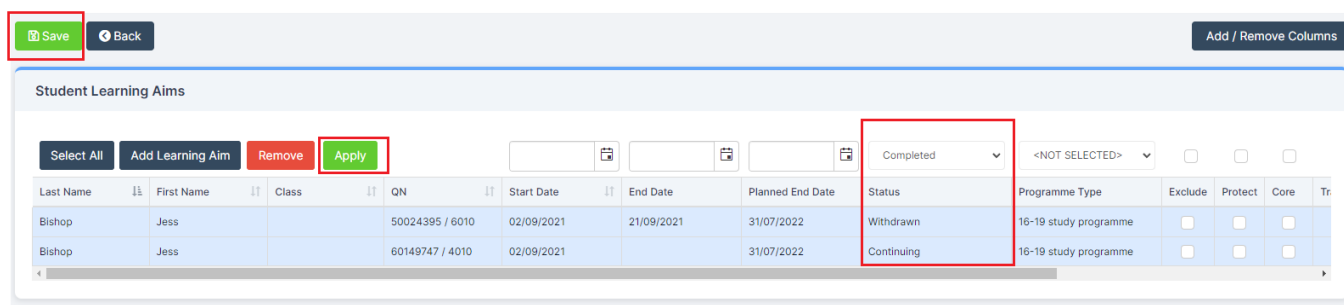


**Student Learning Aims**

🔒 ⏮ 🔍 ⏭ ⏴ ⏵ ⏶ ⏷ ⏸ ⏹ ⏺ ⏻ ⏼ ⏽ ⏾ ⏿ ⏺ ⏻ ⏼ ⏽ ⏾ ⏿

Last Name	First Name	Class	QN	Start Date	End Date	Planned End Date	Status	Programme Type	Exclude	Protect	Core	Tr
Bishop	Jess		50024395 / 6010	02/09/2021	21/09/2021	31/07/2022	Withdrawn	16-19 study programme	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bishop	Jess		60149747 / 4010	02/09/2021		31/07/2022	Continuing	16-19 study programme	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

You will need to repeat this process for any **Learning Aims** that need to have a different **Status** or different **End Date** applied. If you have any problems with this process, please contact the Help desk.



Last Name	First Name	Class	QN	Start Date	End Date	Planned End Date	Status	Programme Type	Exclude	Protect	Core	Tr
Bishop	Jess		50024395 / 6010	02/09/2021	21/09/2021	31/07/2022	Withdrawn	16-19 study programme	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bishop	Jess		60149747 / 4010	02/09/2021		31/07/2022	Continuing	16-19 study programme	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Click **Save**

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.

if you're using behaviour in the virtual school , ensure the model matches the base school(s) model(s)".

You will only be amending or adjusting the behaviour events that are defined on the Virtual school. Each partner school will manage its own individual sites behaviour structure.

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 Year 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.

New	Edit	Expire	Show Events as of*	03/07/2023	
-----	------	--------	--------------------	------------	--

Name	Description	Start Date	End Date	Adjustments	Text Required	Outcome Required	Protected	Event Type	Detention Type	Event Category
CG	Chewing Gum	05/09/2022		-1	No	No	Yes			Toolbox Category
NHq	No Homework	05/09/2022		-2	No	No	No			Toolbox Category

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 of 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**).

Home
Behaviour
BEHAVIOUR
Faculties
Automated Events
Defention Review
Event Records
Modules
ROUTINES
Reset Student Actions
Students
Staff

Apply
Schedule
Tasks

### Action Details

☐ Reset Current Points

☒ Start New Points Total

☐ Recalculate Points

Day Start
27/08/2023

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**.

Apply

Schedule

Tasks

Action Details

☐ Reset Current Points

☒ Start New Points Total

☐ Recalculate Points

Day Start

27/08/2023

☐ Group

☐ Student

☒ All Students

Action Name

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

Apply

Schedule

Tasks

Action Details

☐ Reset Current Points

☒ Start New Points Total

☐ Recalculate Points

Day Start

27/08/2023

☐ Group

☒ Student

☐ All Students

Action Name

Student Name

Select Student

Eric Cardel

Grid actions

Copy

Excel

CSV

PDF

Print

Action	Points	Actioned	Locked	Start Date	End Date
No data available in table					

2 action(s) selected

15DET

30DET

7 student(s) selected

Eric Cardel

Ben Croton

Judy Dent

Derek Fisher

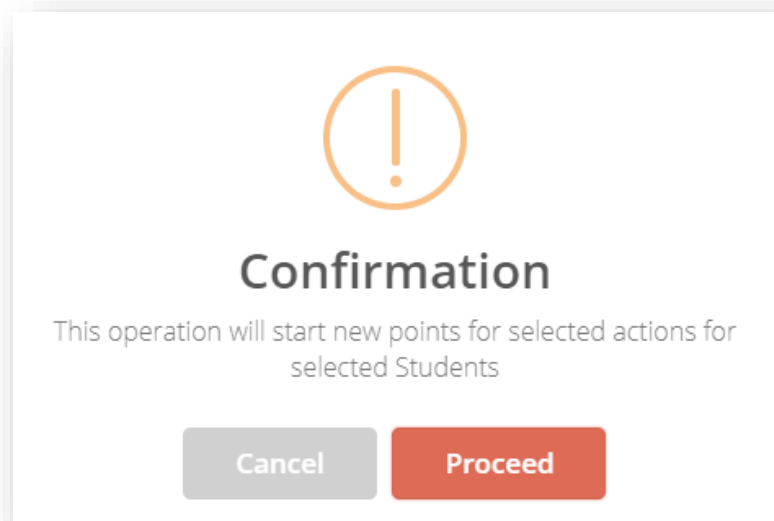
Brian Griffin

Ross Hunt

Maggie James

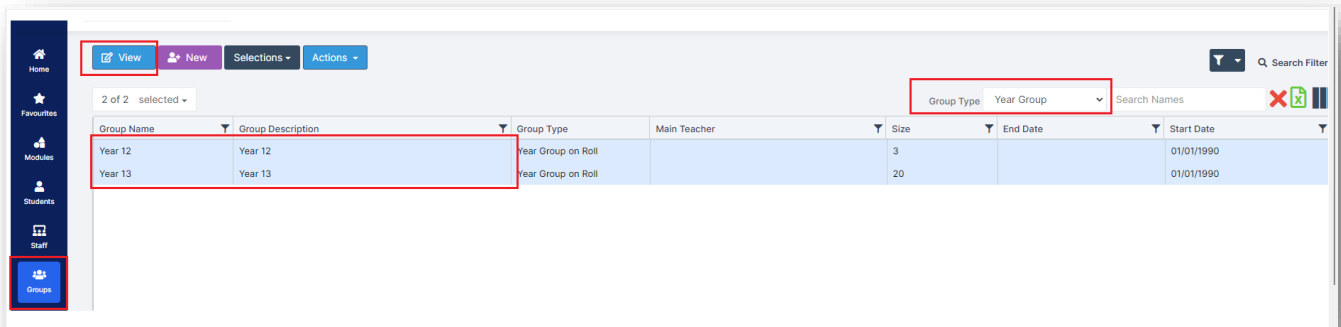
Apply button will start new totals for all actions for the following student(s): Eric Cardel, Ben Croton, Judy Dent, Derek Fisher, Brian Griffin, Ross Hunt, Maggie James

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



## 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.

**Additional Group Details**

NC Year Group: Year 12

Next Year Group: Year 13

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**

The screenshot shows the 'Curriculum' sidebar on the left with the 'Year Group Promotion' option highlighted. The main window is titled 'Year Group Promotion' and contains the following fields and options:

- A green 'OK' button at the top left.
- A dropdown menu for 'Promote from' set to '22/23'.
- A dropdown menu for 'Add to any existing membersh'.
- A text label: 'By Default this will promote all the students'.
- Two checkboxes:
  - ☐ Create bands matching those in the current year, including memberships
  - ☐ Include staff memberships e.g. Head of Years
- An 'Active On' date field set to '03/07/2023' with a calendar icon and an information icon.

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).

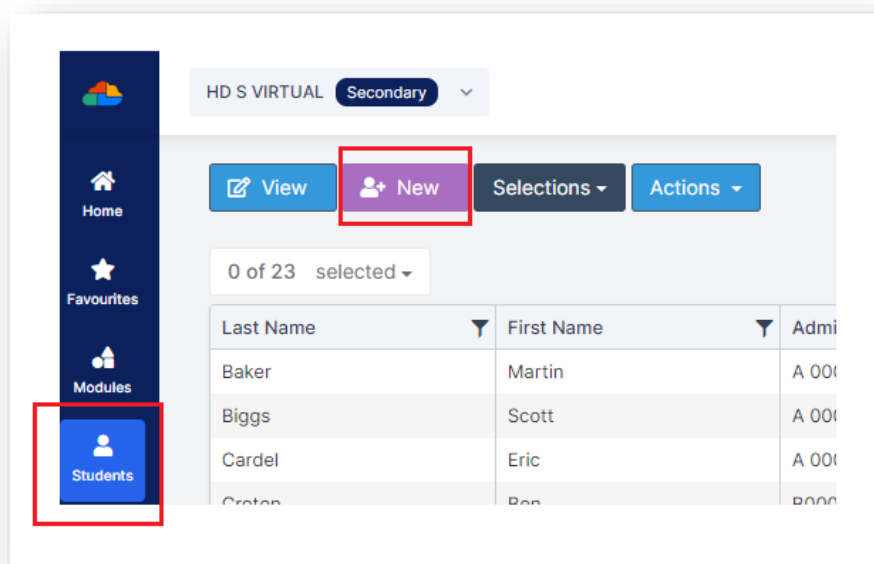
There is an additional checkbox to **include Staff memberships** where Heads of Year, etc, are moving up with the Year Group. Otherwise, their association with the Year Group ends at the end of the Academic Year.

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 External Students

External students can be added by any or all the options below, please note that partner school students should be added via the partner school and will flow into the virtual school via the data transfer: To manually add new Students go to **Students – New**



Fill in the screen below and click on **SAVE**.

### Create New Student

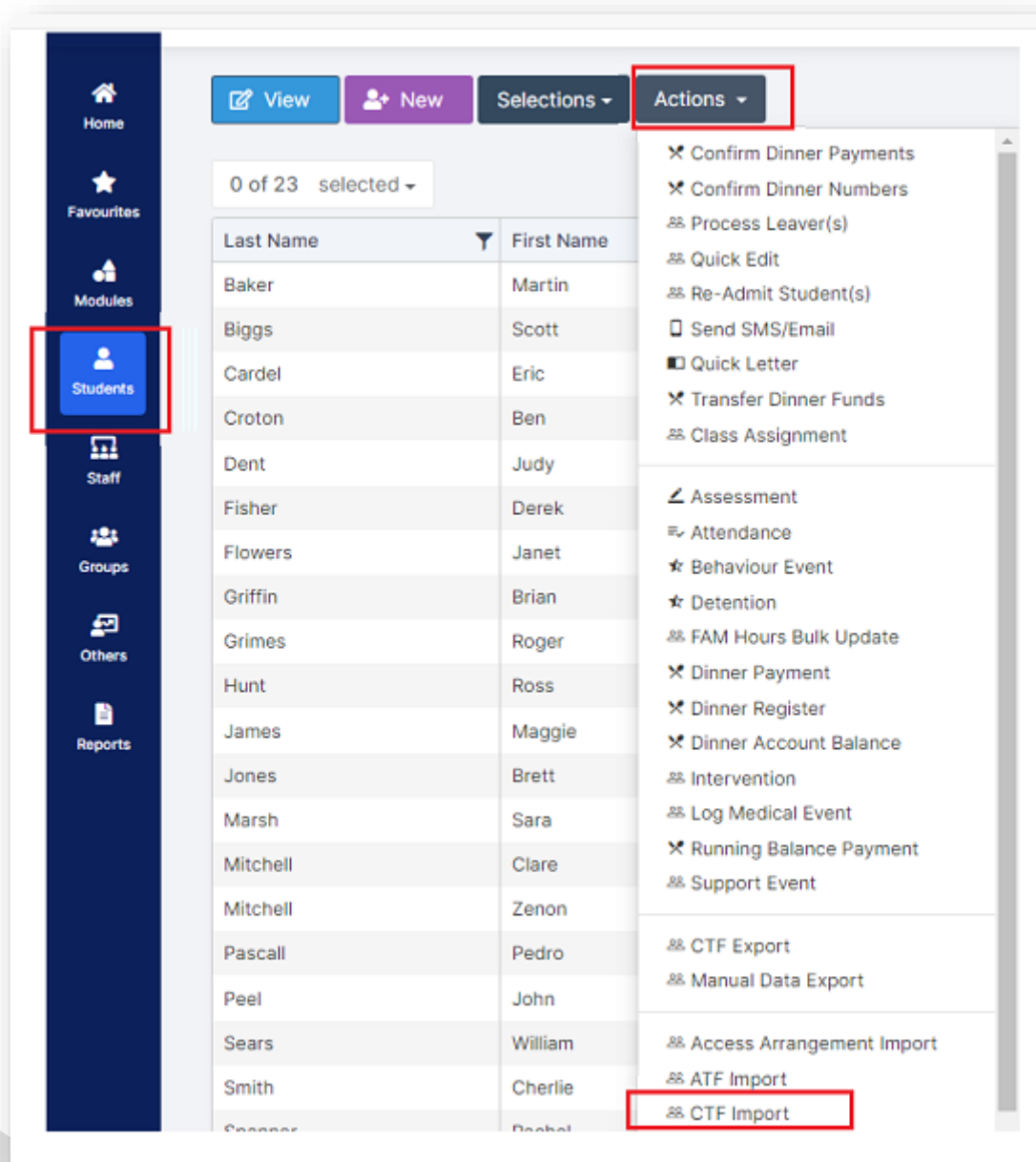
Legal First Name*	<input type="text"/>	Legal Last Name*	<input type="text"/>
Middle Name(s)	<input type="text"/>	Former Last Name	<input type="text"/>
Pref. First Name	<input type="text"/>	Pref. Last Name	<input type="text"/>
Gender*	<NOT SELECTED> ▼	Date Of Birth*	<input type="text"/>
Birth Certificate	<input type="checkbox"/> Seen	Age	
Student Type*	<input checked="" type="radio"/> On Roll <input type="radio"/> Pre-Admission		
Entry Date*	<input type="text"/>		
Enrolment Status*	Current (Single Regist) ▼	Admission No*	<input type="text"/> 0000000000
Attend Mode*	All Day ▼	Sessions per week*	10
Chronological YG		Curriculum Year Gp*	<NOT SELECTED> ▼
Group Name	<input type="text"/>		
House	<NOT SELECTED> ▼		

☒ Data processing consent has been granted

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**



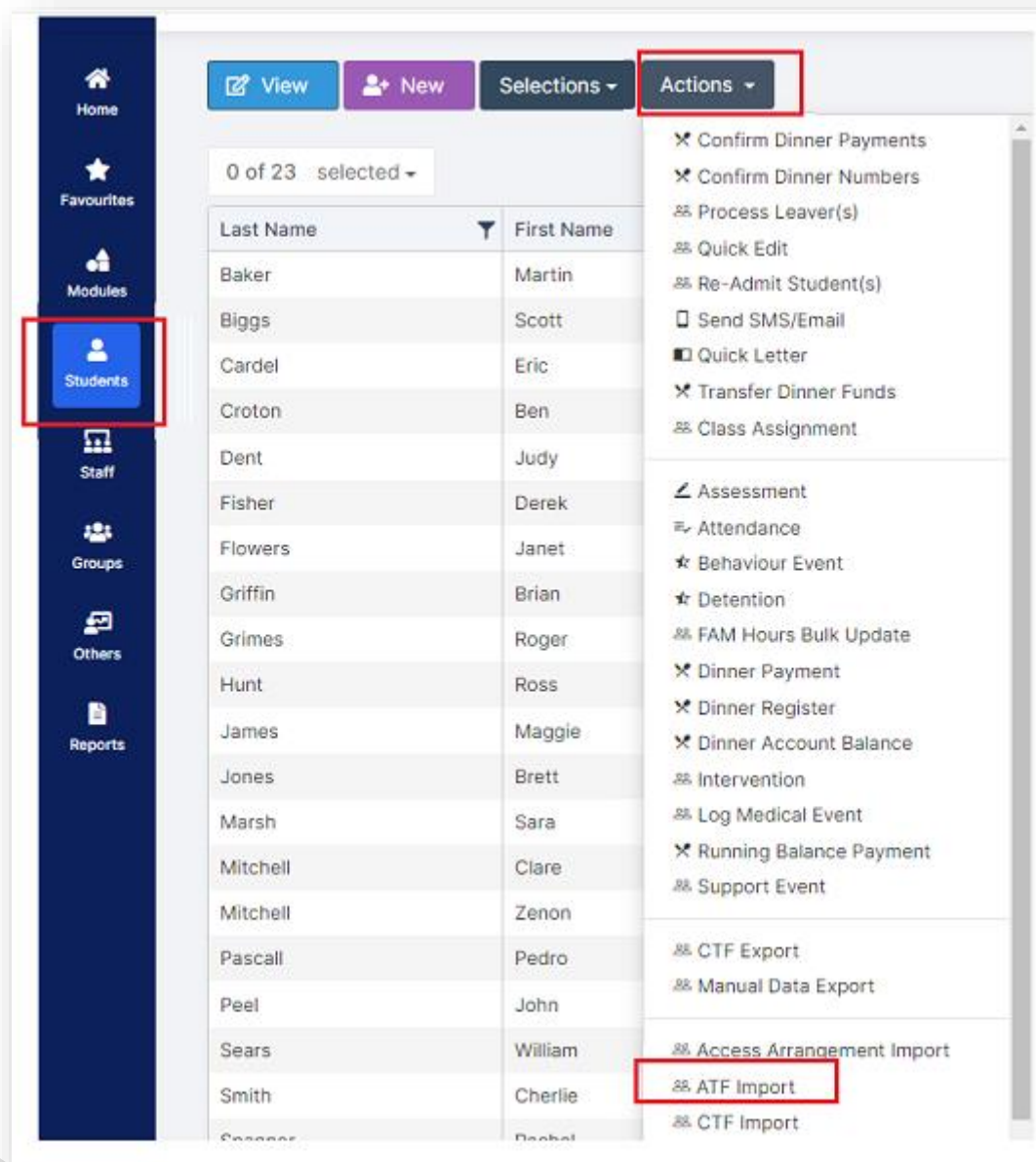
Information can be passed to the school from another school. Ensuring that you have the copy of the CTF file on your PC, you can then export this into the Bromcom system.

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.

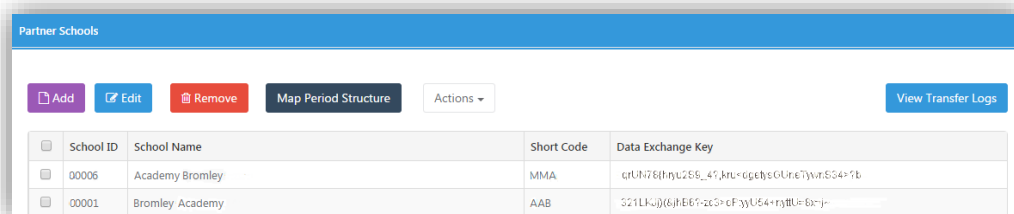
When you are happy, click on **OK** to import the students into the system.

## Reinstate the link between Partner and Virtual

You should confirm with each partner school when they complete their individual **End of Year** processes and have finalised their outplaced students and offered classes lists.

Once each partner school confirms you should take the following actions

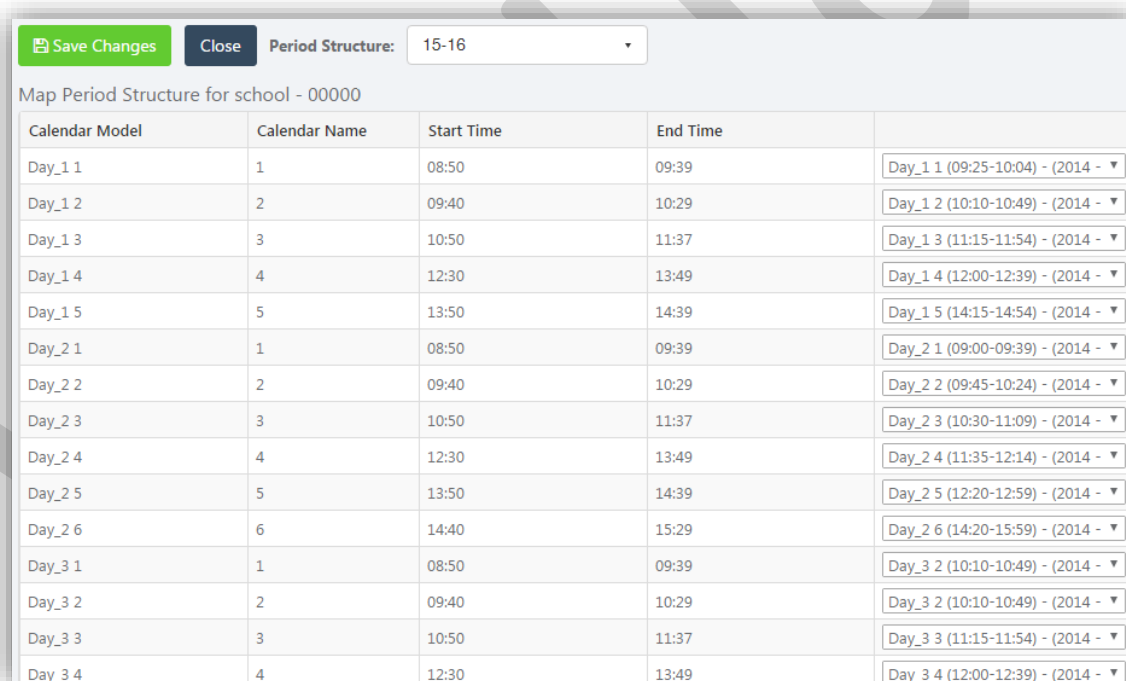
Go to **Config>Setup>Virtual School Configurations** Select the partner school from the list displayed



School ID	School Name	Short Code	Data Exchange Key
00006	Academy Bromley	MMA	cUu76(hyU2E6_47,krc+GpChsOUre7ymfS54+7b
00001	Bromley Academy	AAB	521LkUj(6)hEE7-zc5> cF3yU54+r3BL=6a~j-

Each school must have the **Period Structure** mapped so that all timetabled classes match.

To do this click on the **Map Period Structure** button, this will display the **Period Structure** for the selected school. The **Partner School Period Structure** will display on the left and the **Virtual School** on the right, which will show as **Not Selected**.



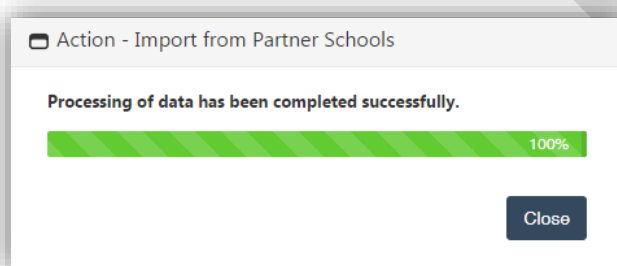
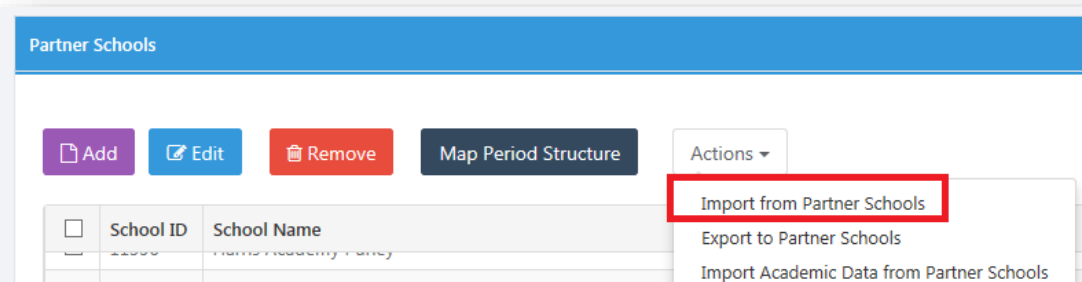
Calendar Model	Calendar Name	Start Time	End Time	
Day_1 1	1	08:50	09:39	Day_1 1 (09:25-10:04) - (2014 - ▼
Day_1 2	2	09:40	10:29	Day_1 2 (10:10-10:49) - (2014 - ▼
Day_1 3	3	10:50	11:37	Day_1 3 (11:15-11:54) - (2014 - ▼
Day_1 4	4	12:30	13:49	Day_1 4 (12:00-12:39) - (2014 - ▼
Day_1 5	5	13:50	14:39	Day_1 5 (14:15-14:54) - (2014 - ▼
Day_2 1	1	08:50	09:39	Day_2 1 (09:00-09:39) - (2014 - ▼
Day_2 2	2	09:40	10:29	Day_2 2 (09:45-10:24) - (2014 - ▼
Day_2 3	3	10:50	11:37	Day_2 3 (10:30-11:09) - (2014 - ▼
Day_2 4	4	12:30	13:49	Day_2 4 (11:35-12:14) - (2014 - ▼
Day_2 5	5	13:50	14:39	Day_2 5 (12:20-12:59) - (2014 - ▼
Day_2 6	6	14:40	15:29	Day_2 6 (14:20-15:59) - (2014 - ▼
Day_3 1	1	08:50	09:39	Day_3 2 (10:10-10:49) - (2014 - ▼
Day_3 2	2	09:40	10:29	Day_3 2 (10:10-10:49) - (2014 - ▼
Day_3 3	3	10:50	11:37	Day_3 3 (11:15-11:54) - (2014 - ▼
Day_3 4	4	12:30	13:49	Day_3 4 (12:00-12:39) - (2014 - ▼

Using the dropdown menu change the **Period Structure** to match the **Academic Year**, then simply match the **Period Structure** to the **Partner School**.

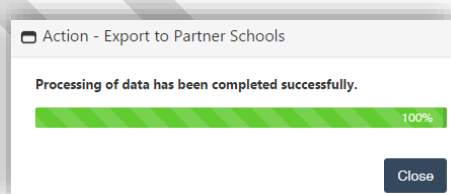
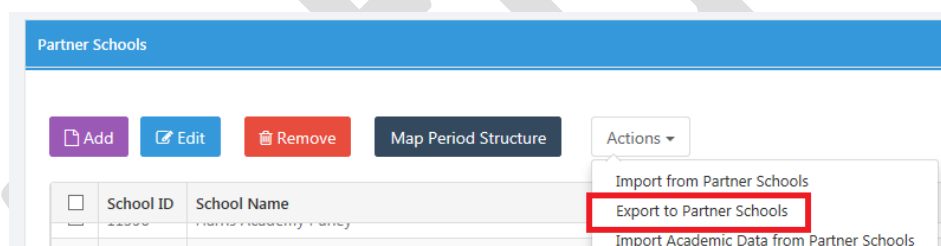
When finished click on the **Save Changes** button. A message will be given; **Calendar Mapping changes have been saved successfully!**

**Note** schools must have matching **Period Structures** for the data to be transferred.

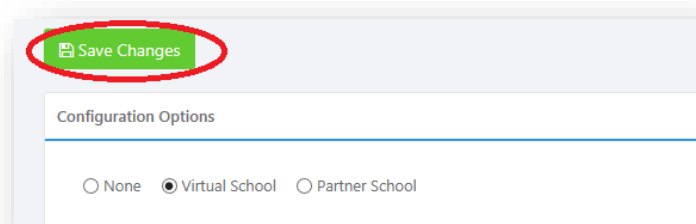
Click on the **Actions** dropdown menu and select the **Import from Partner Schools** option. This will **Import** data from the selected **Partner Schools**.



Click on the **Actions** dropdown menu and select the **Export to Partner Schools** option. This will **Export** data to the selected **Partner Schools**.



After the first **Import** has been done click on the **Save Changes** button.



## Run the Import for all Partner Schools

After you have completed the test imports and have confirmed that each partner school information is flowing correctly.

You should reactivate the link by selecting your choice of timing for the daily data import schedule and the Academic data import process.

Note: You set the schedule for the Synchronisation of Student and Class Data as well as Academic Data to occur, this is done by clicking on the drop down menus for each process and selecting from the following options:

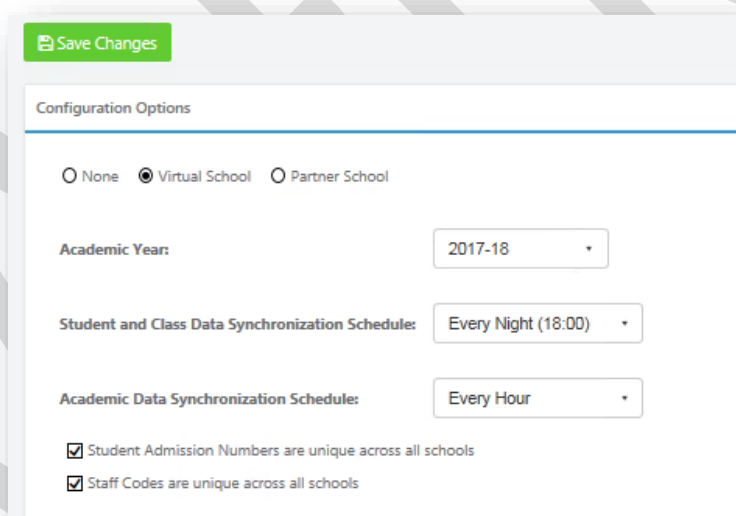
Student and Class Data Synchronization Schedule:

- Every Morning (08:00)
- Every Afternoon (13:00)
- Every Night (18:00)
- 

Academic Data Synchronization Schedule:

- Every 30 Minutes
- Every Hour
- Every Morning (08:00)
- Every Afternoon (13:00)
- Every Night (18:00)
- 

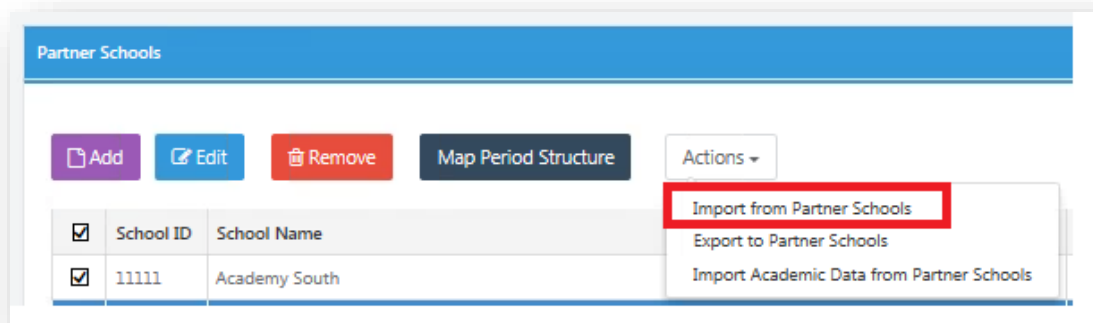
The **Bromcom recommendation is every hour**, this is to give time to allow the data to be transferred before the next transfer takes place, and therefore the data will be precise with no overlapping exports.



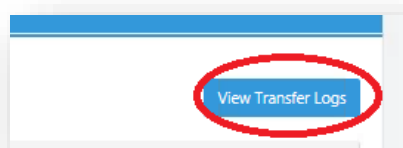
Tick/Untick the two options based on your Virtual School requirements and setup:

- **Student Admission Numbers are unique across all schools**
  - When ticked the data transfer will not be able to write data to a student who has an identical **Admission Number** to another student. It is the responsibility of schools involved to create an **Admission Number** sequence that will not be duplicated.
- **Staff Codes are unique across all schools**
  - When ticked the data transfer will not be able to transfer **Staff** information to another member of staff who has an identical **Staff Code**. It is the responsibility of schools involved to create a **Staff Code** sequence that will not be duplicated.

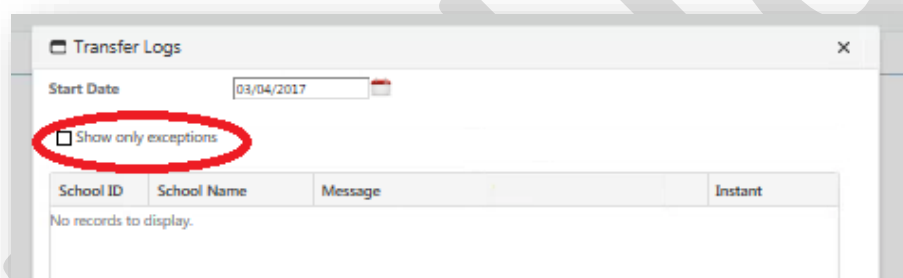
Select All Schools and click on Actions, then choose 'Import from Partner Schools':



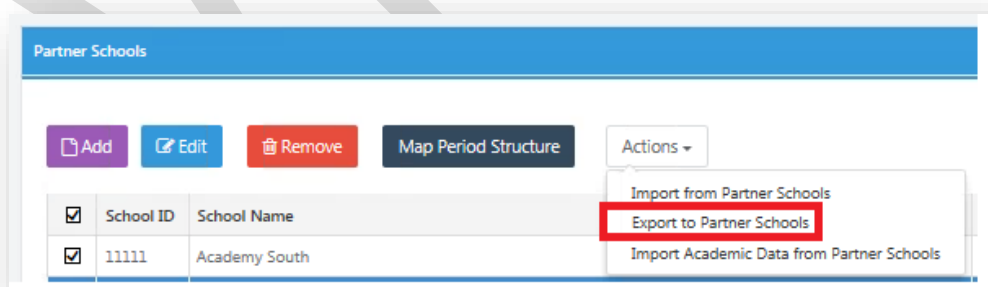
Once imports have completed and no errors are found in the Transfer Logs:



Then click on **'Show only exceptions'** to see any errors (*anything you see here should be reported to the Helpdesk who will assist you further*):



Populate all the Class Memberships on the Virtual School system for all shared classes. Select All Schools and click on Actions, then choose **'Export to Partner Schools'**:



This is the end of **End of Year Guide for Virtual Schools 2023 – Virtual**

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



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**July 2023**