

# End of Year Procedure Guide 2024/25 for Primary Schools



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# Bromcom MIS End of Year Procedure

**THE EXAMPLES AND SCREENSHOTS IN THIS GUIDE ARE FOR ILLUSTRATION PURPOSES ONLY AND MAY DIFFER TO YOUR SCHOOL**

## 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 confirmed and 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**.

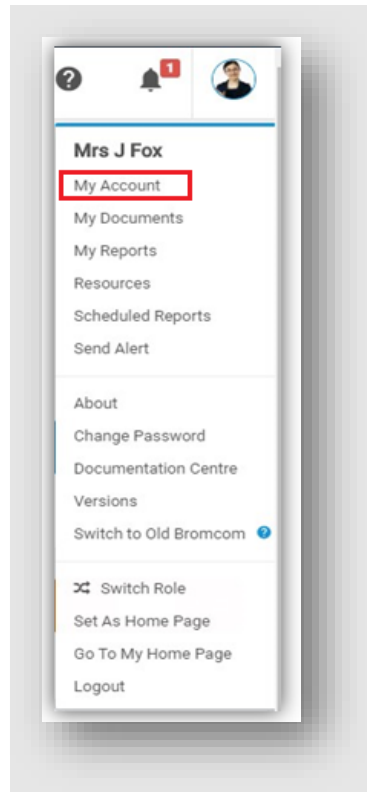
Check with your colleagues what they want to carry through from this last **Academic Year** to the next.

- 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 **Tutor Groups**? If your **Tutor Group** names are changing, then they must end before the start of the next academic year. If they are staying the same and being reused, then there is no need to add end dates to your tutor groups. See [How to Promote Tutor Groups](#) in this guide. Please note, if you are using Google/O365 Integration, then you **must** End Date all Tutor Groups.

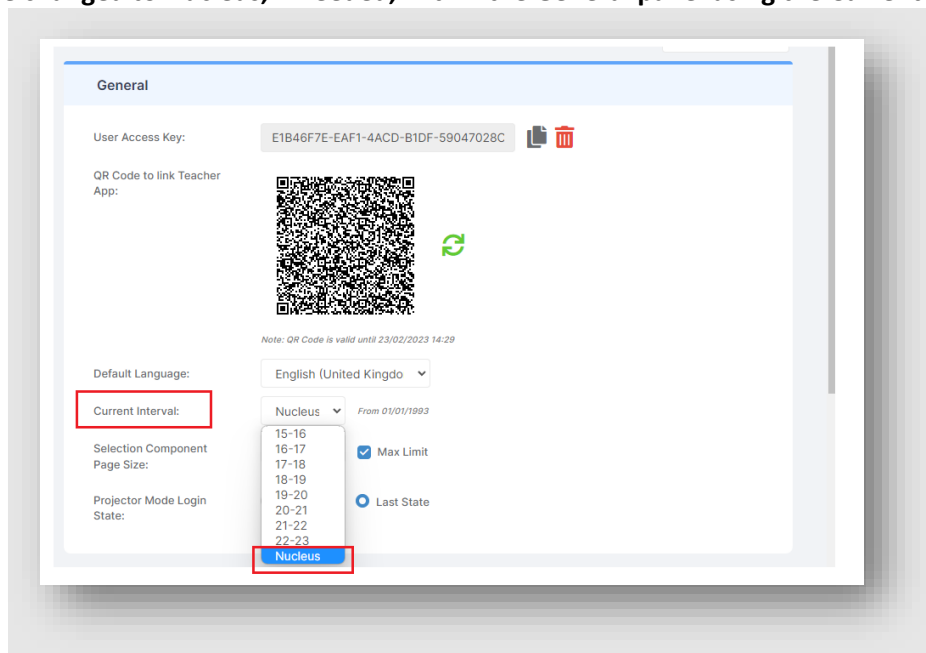
## Interval Setting for the End-of-Year.

Ensure your **Current Interval** on the **My Account** page is set 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 **Profile Menu** in the **top right** of your Bromcom screen and then click on **My Account** in the dropdown menu.



The **Interval** can be changed to **Nucleus**, if needed, within the **General** panel using the **Current Interval** dropdown.



Click **Save** in the top left corner.

## Creating a New Academic Year

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**.

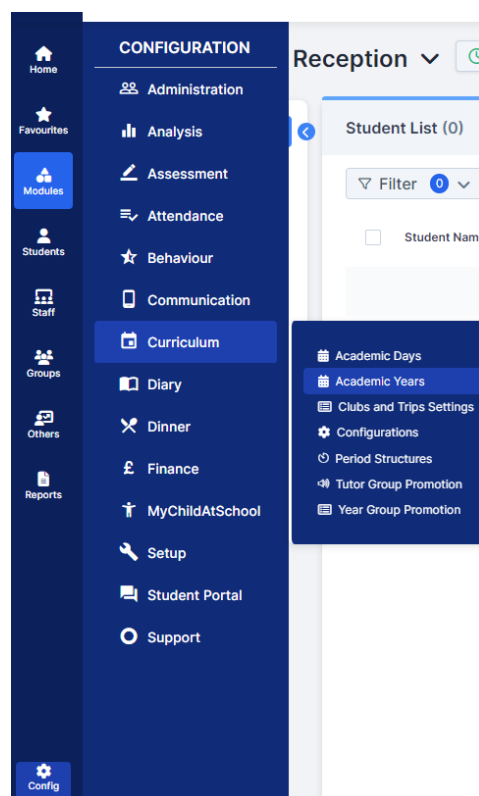
The system will automatically check for the **End Date** on the current year and will automatically set the start date of the forthcoming year to **the day immediately following this date**. This is correct and do not worry if your first academic day is sometime after this as you will be able to set 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 30th.

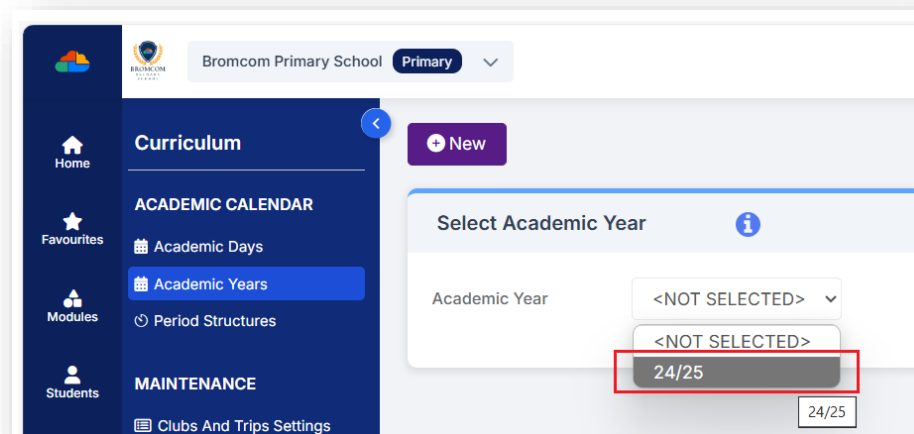
To change the forthcoming year's, **Start Date** you need to edit the **End Date** of the current Year.

**Note: When amending the end date of the current academic year, it can take a while to re-save.**

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

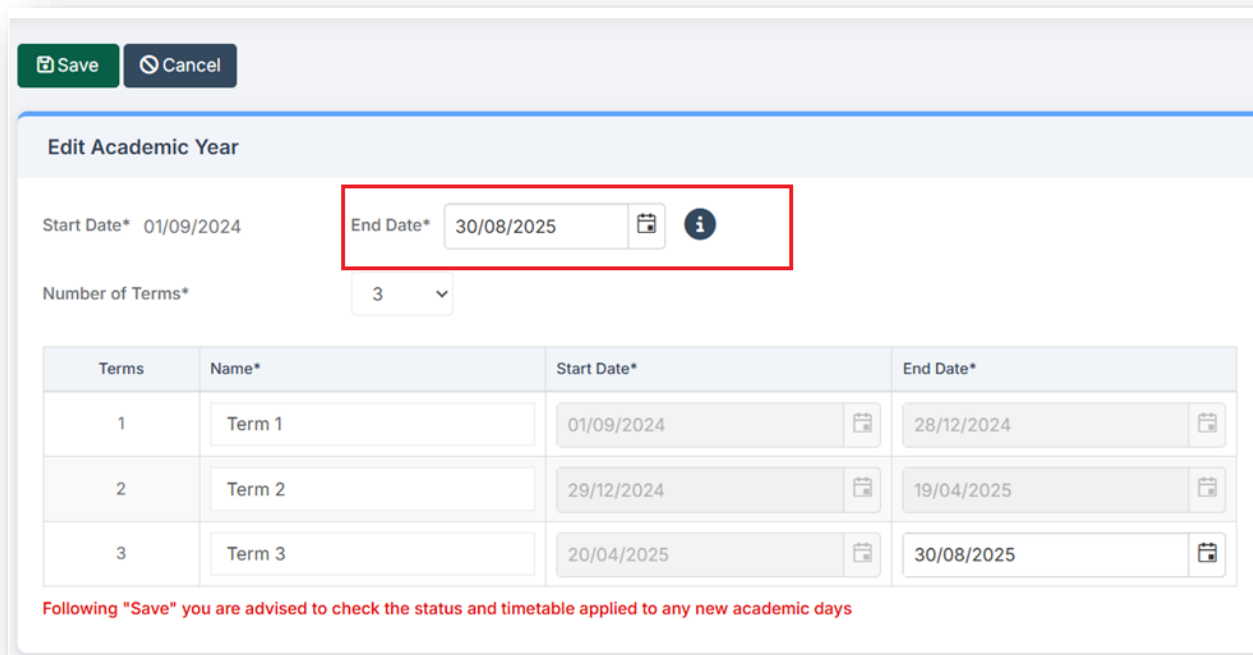


Ensure the current Academic Year is selected from the Academic Year drop down.



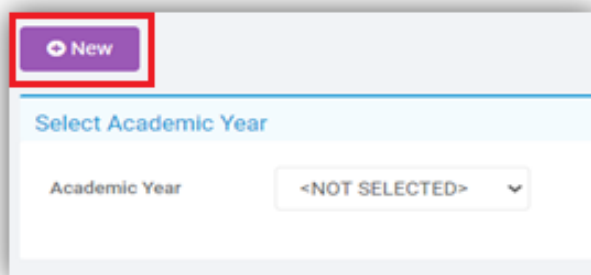
In the Edit Academic Year screen, the **End Date** must be a **Saturday**.

For example, if the new **Academic Year** starts on **Sunday 31st August 2025**, then the **End Date** of the **Previous Year** must be **Saturday 30th August 2025**.



If you need to make an amendment, choose the relevant date from the calendar picker then click **Save**, top left.

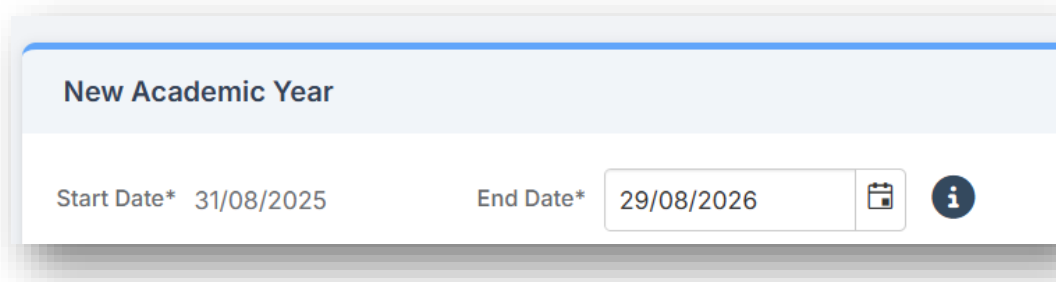
To set up the new **Academic Year** stay in the same panel (**Config>Curriculum>Academic Years**) and click the top left **New** button



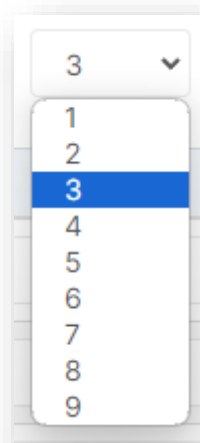
You are now creating your **new 2025/26 Academic Calendar**.

Check the **new Academic Years End Date** and change, if necessary, this **MUST BE** a Saturday.

For most customers, this would be **Saturday 29<sup>h</sup> August 2026**. Please see below for an example of how the **2025/26 Academic Year Start Date\*** and **End Date\*** could look.



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



For each **Term**, fill in the **Term Name\***, **Start Date\*** and **End Date\***.

These must also follow the logic of:

**Sunday = Start date** and **Saturday = End date**. The system will not allow you to deviate from this format.

Below is an example of what the **New Academic Year** could look like.

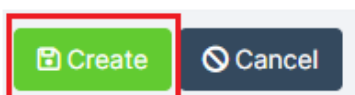
**IMPORTANT:** We **highly recommend** that you include the different holidays in your terms and use the **Academic Days** page to mark those holidays with the relevant day status. In the example below **THERE ARE NO GAPS** between the **End Date** and **Start Date** for each **Term**

Terms	Name*	Start Date*	End Date*
1	Autumn	31/08/2025	27/12/2025
2	Spring	28/12/2025	28/03/2026
3	Summer	29/03/2026	29/08/2026

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.

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**, make any changes if needed and then click on the top left **Create** button

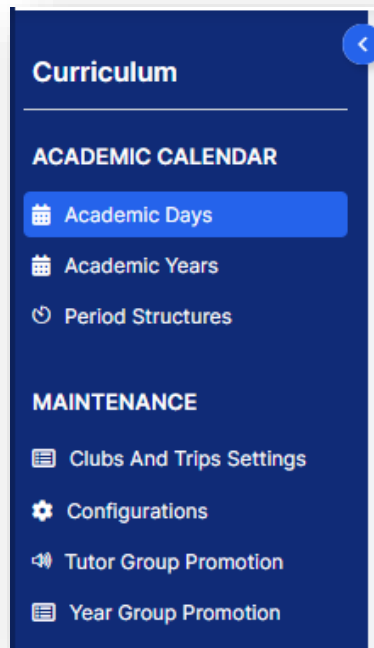


The **Create** process may take a few minutes to complete all of the calendar entries for the year.

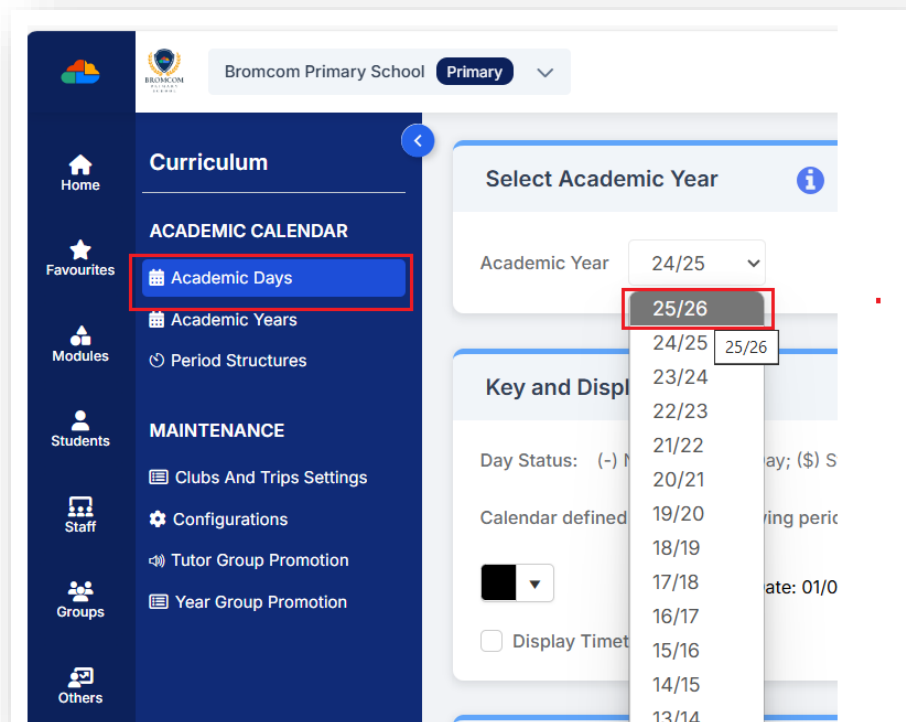
You have now created the **New Academic Year**.

## Edit Academic Days

Go to **Config>Curriculum>Academic Days** to now begin editing the days within your **new Academic Year** to include holidays, inset days and staff only days.

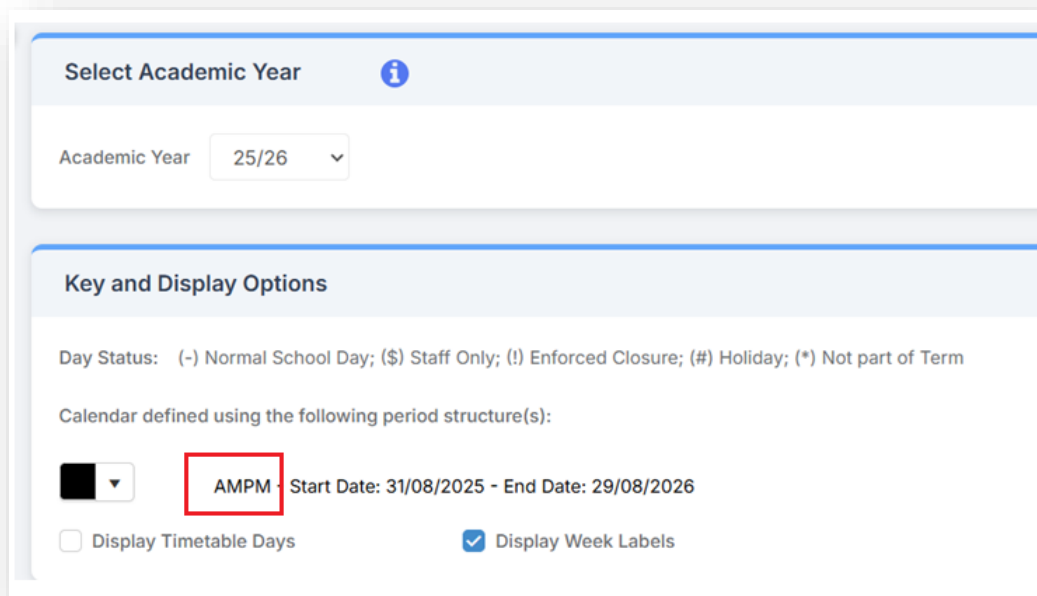


From the **Academic Year** dropdown select the **New Academic Year 25/26**



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

The **Period Structure** you have chosen for **2025/26** will be displayed as per the below image highlighted within the red box.



Select Academic Year i

Academic Year

**Key and Display Options**

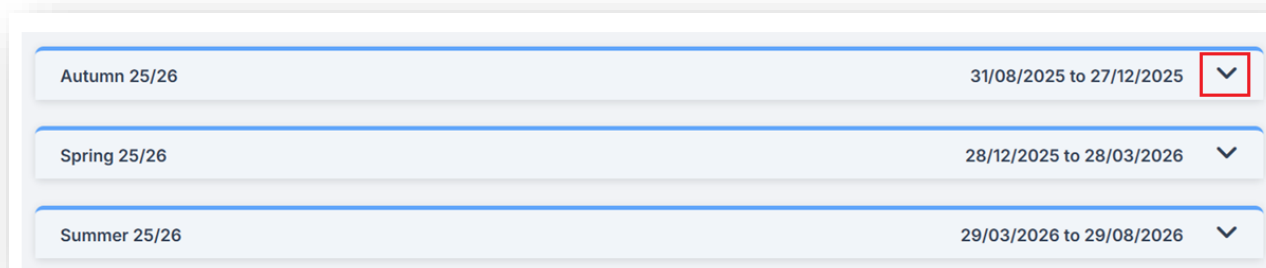
Day Status: (-) Normal School Day; (\$) Staff Only; (!) Enforced Closure; (#) Holiday; (\*) Not part of Term

Calendar defined using the following period structure(s):

Start Date: 31/08/2025 - End Date: 29/08/2026

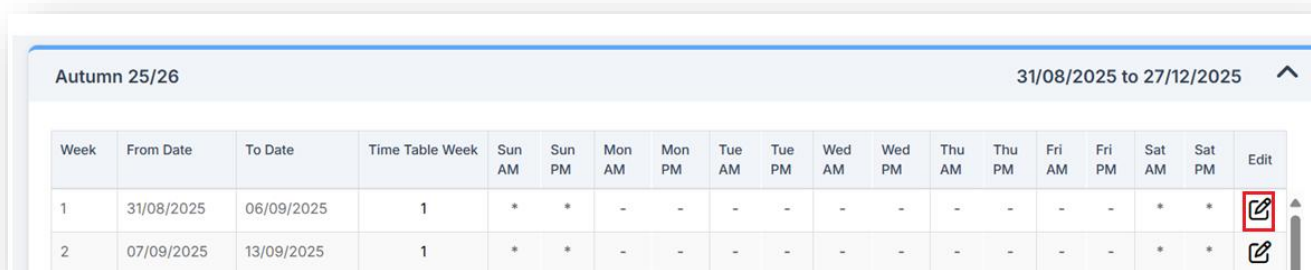
Display Timetable Days  Display Week Labels



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



Autumn 25/26	31/08/2025 to 27/12/2025	▼
Spring 25/26	28/12/2025 to 28/03/2026	▼
Summer 25/26	29/03/2026 to 29/08/2026	▼

Open each **week**, by clicking the **Pencil icon** under **Edit** on the **right of the screen**



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	31/08/2025	06/09/2025	1	*	*	-	-	-	-	-	-	-	-	-	-	*	*	
2	07/09/2025	13/09/2025	1	*	*	-	-	-	-	-	-	-	-	-	-	*	*	

Then set each individual day's **Day Status** using the drop-down choices for **AM** and **PM**, this includes staff only days, school holidays and public holidays.

#### Day Status:

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

**Week 1, Autumn 25/26**

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

Day	Date	AM	PM	TT Day	Lock
Sun	31/08/2025	*	*	-	<input type="checkbox"/>
Mon	01/09/2025	-	-	1	<input type="checkbox"/>
Tue	02/09/2025	\$	-	2	<input type="checkbox"/>
Wed	03/09/2025	!	-	3	<input type="checkbox"/>
Thu	04/09/2025	*	-	4	<input type="checkbox"/>

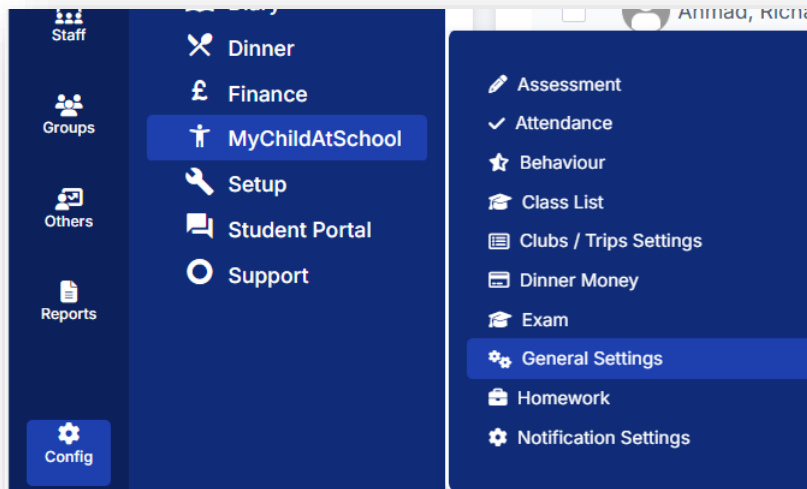
Click **Save**

Once you have set the specific **Day Status** details for each **Week** within 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.

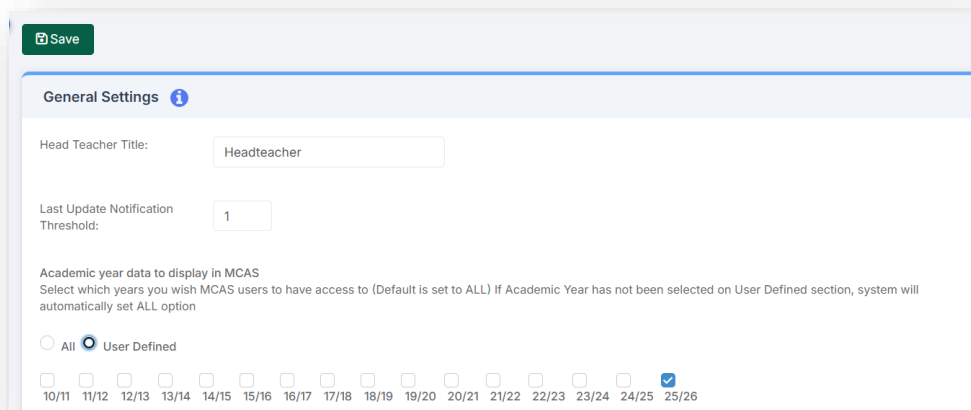
# MCAS General Settings

Go to **Config>MyChildAtSchool>General Settings**



Once on **General Settings**, you need to ensure the new **Academic Year** will be visible to parents from **'Academic year data to display in MCAS'**

- If you have **All** selected, then you do not need to do anything else.
- If you have the **User Defined** option selected, then ensure the new **25/26 Academic Year** and any previous **Academic Years** that you wish to be displayed are ticked.

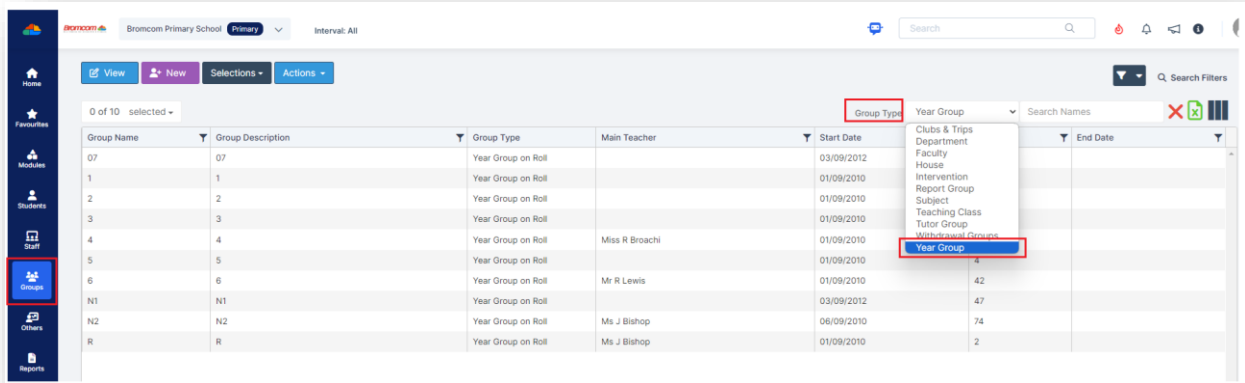


You can then click on **Save**.

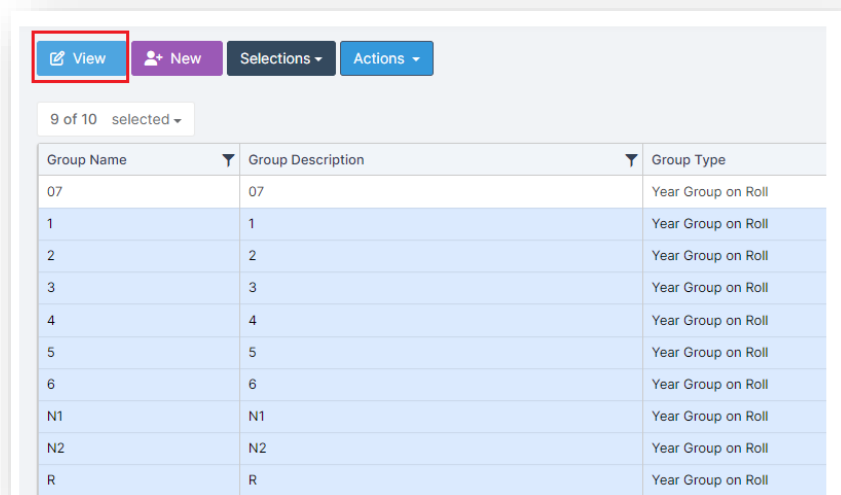
## Promoting Year Groups

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.

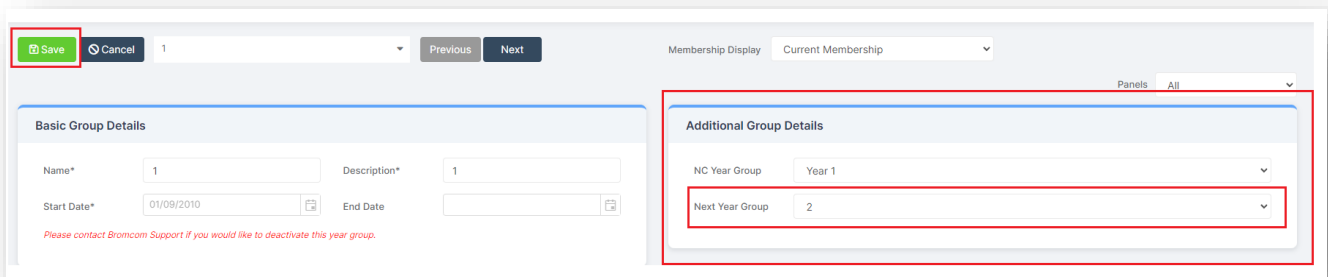
Go to **Groups>Group Type=Year Group**



Click to select all **Year Groups>View**



Look in the **Additional Group Details** section and make sure that the **Next Year Group** drop down 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 you have selected more than one.



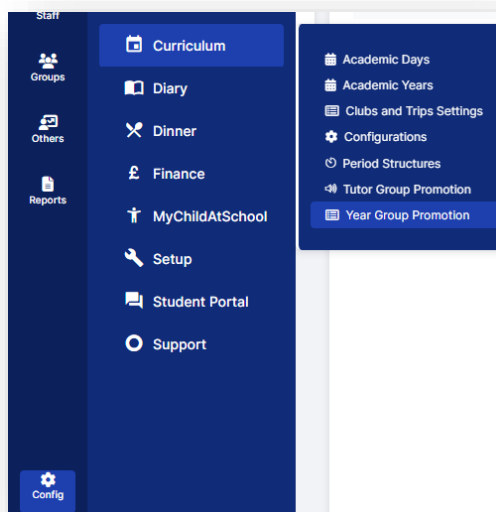
If your **Year Groups** already have the next **Year Group** entered, please skip this stage.

Year Groups continue so do not worry about the start and end dates. Note: It is not possible to amend the start and end dates for Year Groups.

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 whoever you contact for support.

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** 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:

- **Add to any existing Memberships** preserves any memberships that may have been added to the **Year Group** for next year by other means, for example, a new student that has been added to the system manually with a future start date in September.
- **Overwrite all existing memberships** will delete any existing memberships in the year group for next year and replace with those being promoted.

There are two additional checkboxes, tick these to:

- **Create Bands** matching those in the **Current Year**, including **Memberships**, generally not used in **Primary Schools**.
- **Include staff memberships e.g. Head of Years**, where **Head of Years** are moving up with the **Year Group**. If staff have 'tracks group end date' in which case their membership will just continue with the same year Group.

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 into the correct/next **Year Groups** in the new **Academic Year**. **Promoting from a Date within the new Academic Year will not work.**

Clicking on the top left **OK** button will **Promote ALL Year Groups**.

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

# Promoting Tutor Groups

## Google/O365 Integration

If you are using Google/O365 Integration, then you **must** End Date all Tutor Groups.

## Mixed/Vertical Tutor Group

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

Student Memberships can be amended via the Student Memberships panel of the Tutor Group itself. The memberships can be transferred to a new tutor group with the relevant future start date via the Actions column to the right-hand side.

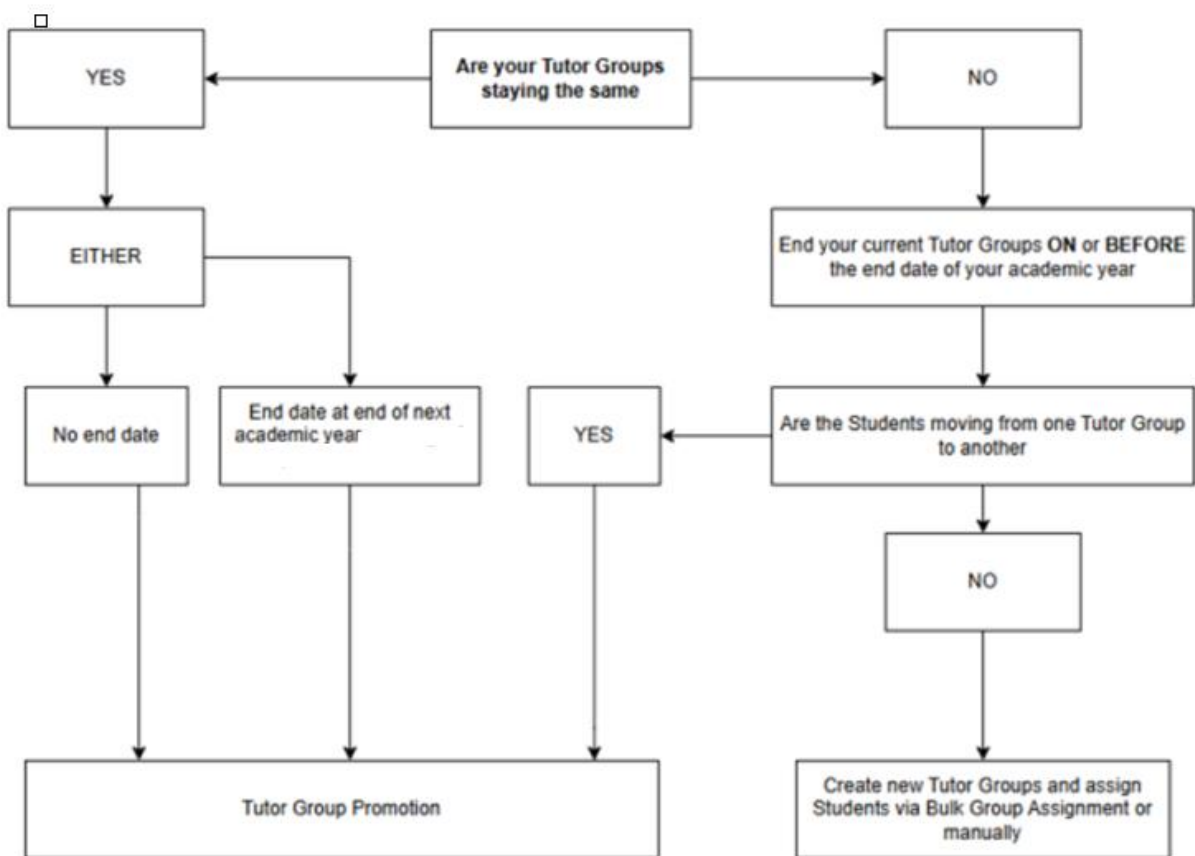
## Non-Mixed Tutor Groups

**Tutor Group Names remaining the same** - your tutor groups can be left without an end date, so the groups remain active year on year allowing student memberships to be promoted.

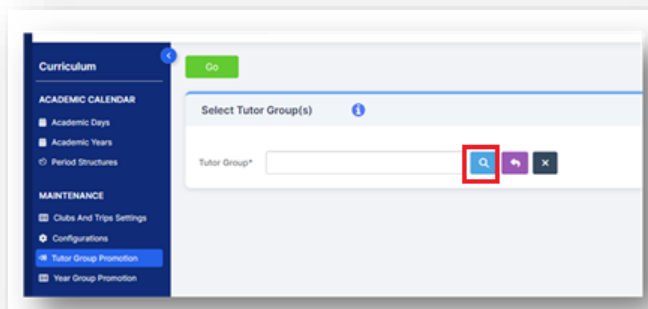
**Tutor Group Names changing** - your tutor groups must be end dated and new tutor groups created for the new academic year. Student memberships can then be promoted.

**IF your current 24/25 Tutor Groups are ending, and you are not going to continue using the SAME groups next year, 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**

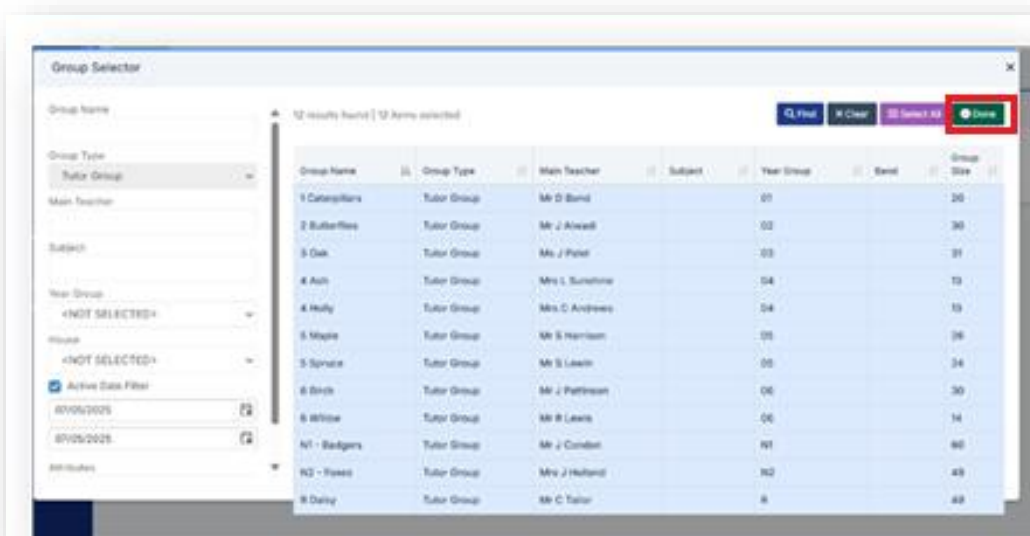
See the flowchart below for more information on **Promoting Tutor Groups**.



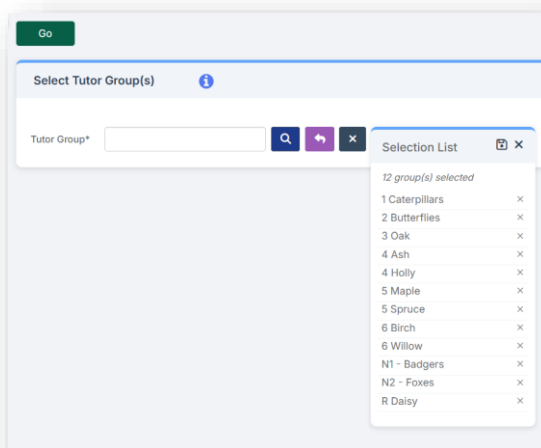
To Promote Tutor Groups, go to **Config>Curriculum>Tutor Group Promotion** and click the blue spy glass



This will open the **Group Selector** list. Click on the **Tutor Groups** you wish to **Promote** and click the top right **Done** button.



The **Tutor Groups** will now show in the **Selection List**, once you are happy with the list click the top left **Go** button.



The selected **Tutor Groups** will now appear in the **Tutor Group Linkages** page

**Tutor Group Linkages**

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

Generate Clear <NOT SELECTED> v

<input type="checkbox"/>	Year Group	Band	Tutor Group Name	Next Tutor Group	Next Band
<input type="checkbox"/>	01		1 Caterpillars		<NOT SELECTED> v
<input type="checkbox"/>	02		2 Butterflies		<NOT SELECTED> v
<input type="checkbox"/>	03		3 Oak		<NOT SELECTED> v
<input type="checkbox"/>	04		4 Ash		<NOT SELECTED> v
<input type="checkbox"/>	04		4 Holly		<NOT SELECTED> v
<input type="checkbox"/>	05		5 Maple		<NOT SELECTED> v
<input type="checkbox"/>	05		5 Spruce		<NOT SELECTED> v

Click the **Tutor Groups** you wish to **Promote** (they will colour blue)

Then either click on the **Generate** button for the system to suggest a name for the **Next Tutor Group** **OR** Type in the **Next Tutor Group** name yourself.

Tip: You can **select all Tutor Groups** and click **Generate** and then **type over the suggested Tutor Group name** if required.

Promote Save Back

**Tutor Group Linkages**

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

Generate Clear <NOT SELECTED> v

<input checked="" type="checkbox"/>	Year Group	Band	Tutor Group Name	Next Tutor Group	Next Band
<input checked="" type="checkbox"/>	01		1 Caterpillars	2 Butterflies	<NOT SELECTED> v
<input checked="" type="checkbox"/>	02		2 Butterflies	3 Oak	<NOT SELECTED> v
<input checked="" type="checkbox"/>	03		3 Oak	4 Ash	<NOT SELECTED> v
<input checked="" type="checkbox"/>	04		4 Ash	5 Maple	<NOT SELECTED> v
<input checked="" type="checkbox"/>	04		4 Holly	5 Spruce	<NOT SELECTED> v
<input checked="" type="checkbox"/>	05		5 Maple	6 Birch	<NOT SELECTED> v
<input checked="" type="checkbox"/>	05		5 Spruce	6 Willow	<NOT SELECTED> v

**IMPORTANT:** Please keep in mind that **this process will create brand new tutor groups** if it cannot find an existing group with the same name. Therefore, **if your tutor group names are remaining unchanged** with no end date, please **ensure that the names added into the next tutor group field match exactly.**

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

In the next screen you can choose to exclude any of the **Groups** by deleting them from the list using the **Red Delete** button.

Year Group	Band	Tutor Group Name	Next Tutor Group	Next Band
01		1 Caterpillars	2 Butterflies	
02		2 Butterflies	3 Oak	
03		3 Oak	4 Ash	
04		4 Ash	5 Maple	
04		4 Holly	5 Spruce	
05		5 Maple	6 Birch	
05		5 Spruce	6 Willow	
R		R Daisy	1 Caterpillars	

Select the **Academic Year** you will **Promote To** from the dropdown list and set the appropriate **Start Date\*** and **End Date** you wish to give your **Student Memberships** for the next **Academic Year**.

Promote To: 25/26

Start Date\*: 31/08/2025

End Date: 29/08/2026

As with **Year Groups**, you can **Add to existing memberships** (default for safety) or **Overwrite all existing memberships** (if promoting to pre-existing **Tutor Groups** please be aware that the overwrite feature will remove all current memberships that exist within the date range set above).

Other memberships can be passed on as well:

- Maintain **House** Membership
- Include **Staff** Memberships
- Include **Rooms**

The latest membership of each group will be promoted to the corresponding new group.

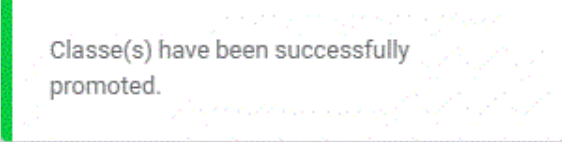
This will transfer the current membership, where the group is still in use, or the membership as it stood on the group's end date, where the group is no longer active in the system

Add to any existing memberships       Overwrite all existing memberships

Student memberships are included by default, select others as required below:

- Maintain House Memberships linked to former Tutor Group  
 Include Staff Memberships e.g. Main Teacher and any Assistants  
 Include Room(s)

Clicking on the **Go** button will create new group memberships based on the groups they were being promoted from, and the old memberships will be given an end date at the end of the current academic year, if they did not already have one.



Classe(s) have been successfully promoted.

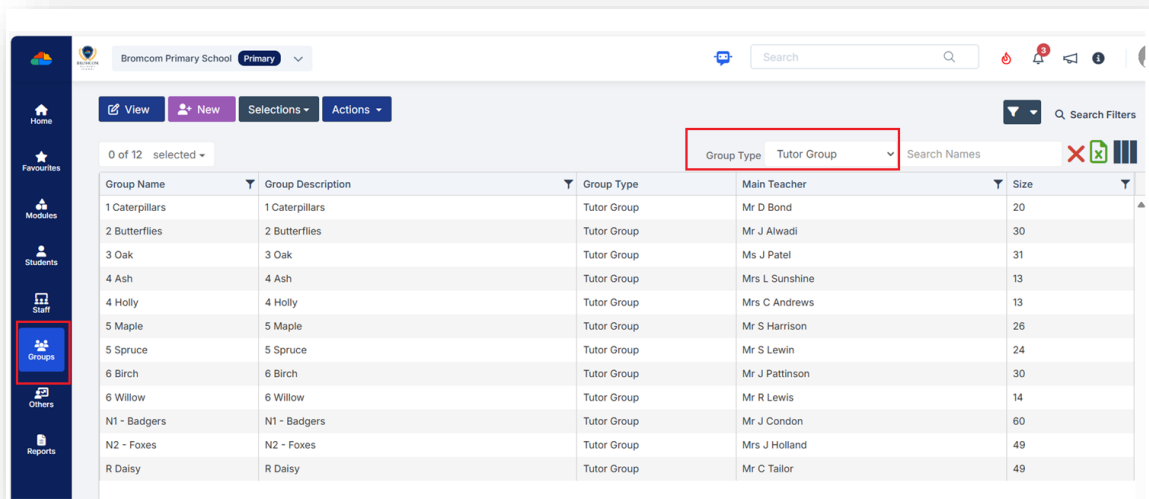
**Hint:** If you plan to merge two **Tutor Groups** (e.g., 1A1 and 1A2 into 2A), note that you cannot assign both to the same new group name in a single promotion round - duplicate names are restricted for safety reasons. Instead, promote one group first, then run a second promotion to move the other group into the same new Tutor Group.

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

## Adding Tutors to Tutor Groups

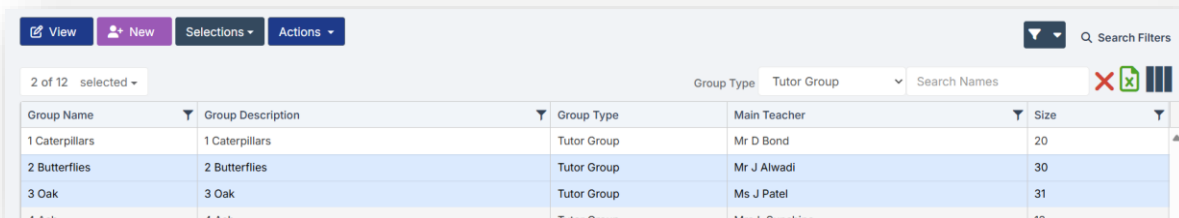
In this section, you will learn how to **assign Tutors to Tutor Groups** and set up the group's timetable. Once completed, Tutors will be able to access their Teacher Dashboard.

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



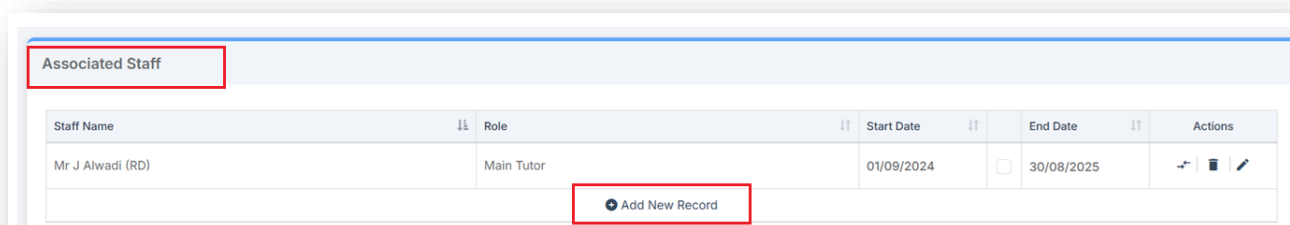
Group Name	Group Description	Group Type	Main Teacher	Size
1 Caterpillars	1 Caterpillars	Tutor Group	Mr D Bond	20
2 Butterflies	2 Butterflies	Tutor Group	Mr J Alwadi	30
3 Oak	3 Oak	Tutor Group	Ms J Patel	31
4 Ash	4 Ash	Tutor Group	Mrs L Sunshine	13
4 Holly	4 Holly	Tutor Group	Mrs C Andrews	13
5 Maple	5 Maple	Tutor Group	Mr S Harrison	26
5 Spruce	5 Spruce	Tutor Group	Mr S Lewin	24
6 Birch	6 Birch	Tutor Group	Mr J Pattinson	30
6 Willow	6 Willow	Tutor Group	Mr R Lewis	14
N1 - Badgers	N1 - Badgers	Tutor Group	Mr J Condon	60
N2 - Foxes	N2 - Foxes	Tutor Group	Mrs J Holland	49
R Daisy	R Daisy	Tutor Group	Mr C Tailor	49

Next, click a **Tutor Group** so it is highlighted in blue and then click on the **View** button, you can choose more than one Tutor Group and click **Next** to move through several groups. In the example below we have clicked on 2 Tutor Groups.



Group Name	Group Description	Group Type	Main Teacher	Size
1 Caterpillars	1 Caterpillars	Tutor Group	Mr D Bond	20
2 Butterflies	2 Butterflies	Tutor Group	Mr J Alwadi	30
3 Oak	3 Oak	Tutor Group	Ms J Patel	31
4 Ash	4 Ash	Tutor Group	Mrs L Sunshine	13

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.



Staff Name	Role	Start Date	End Date	Actions
Mr J Alwadi (RD)	Main Tutor	01/09/2024	<input type="checkbox"/> 30/08/2025	<a href="#">+</a> <a href="#">-</a> <a href="#">✕</a> <a href="#">✎</a>
<a href="#">Add New Record</a>				

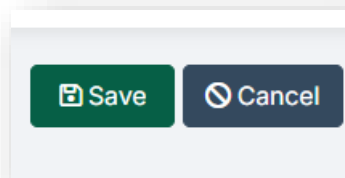
To add a new member of staff click **Add New Record** in **Associated Staff**.

Associated Staff						
Staff Name	Role	Start Date		End Date	Actions	
Mrs L Sunshine (EMS)	Main Tutor	01/09/2024	<input type="checkbox"/>	30/08/2025	↔   🗑️   ✎	
Bond, David (DBo)	Main Tutor	01/09/2025	<input checked="" type="checkbox"/>	Tracks group end date	✓   ✕	

Once you have added the required **Associated Staff** and the appropriate dates click the far-right **tick** under **Actions**.

Associated Staff						
Staff Name	Role	Start Date		End Date	Actions	
Mrs L Sunshine (EMS)	Main Tutor	01/09/2024	<input type="checkbox"/>	30/08/2025	↔   🗑️   ✎	
Bond, David (DBo)	Main Tutor	01/09/2025	<input checked="" type="checkbox"/>	Tracks group end date	✓   ✕	

Remember to click the top left **Save**.



**Important** : 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](#)

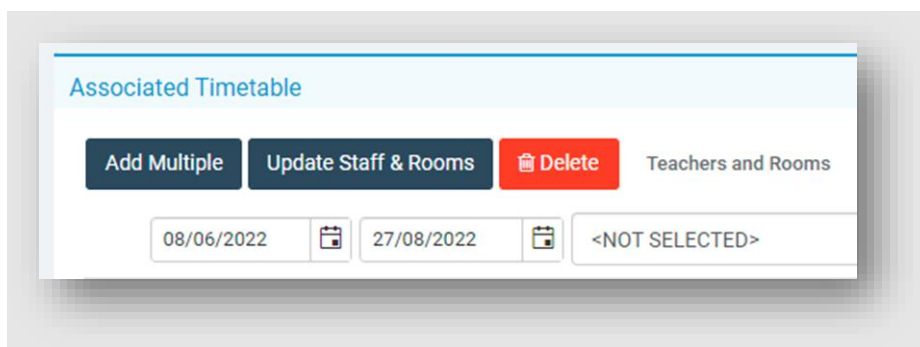
### Shared Groups.

- If a group is shared between multiple staff you will need to create the timetables manually by using the **Associated Timetable** panel, see guidance below.
- Remember to untick the No 10 in Config> Setup> Daily Maintenance Settings for this scenario, so the system doesn't update overnight and assign all staff to all days/sessions. See our guide on [Daily Maintenance Settings](#)

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 **Teacher Dashboard** for the staff.

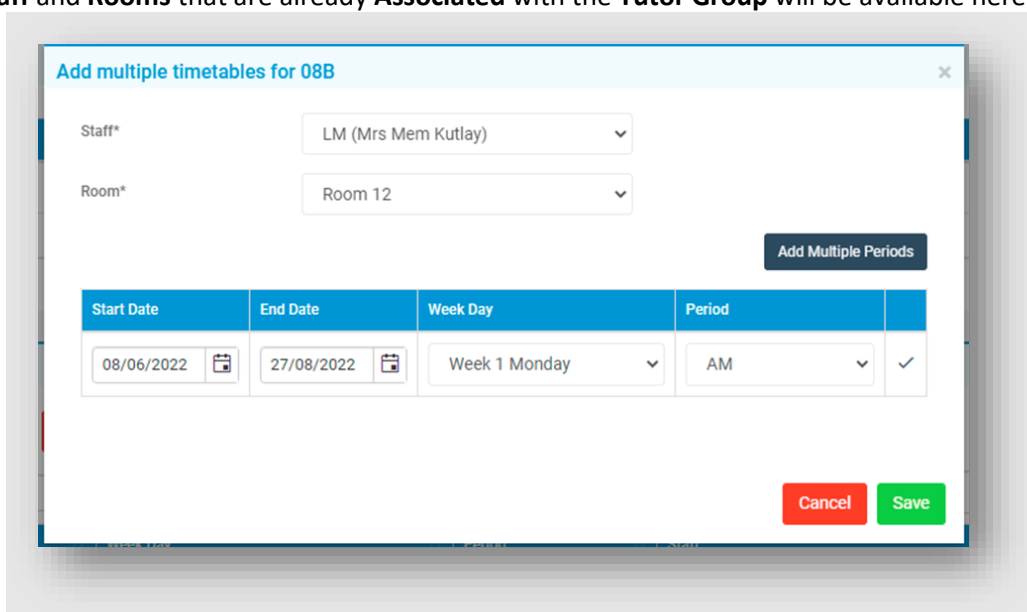
To **Add a Member of Staff to Multiple Sessions** in the **Associated Timetable** Panel click **Add Multiple**, which allows you to add a staff member to multiple periods in one process.



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

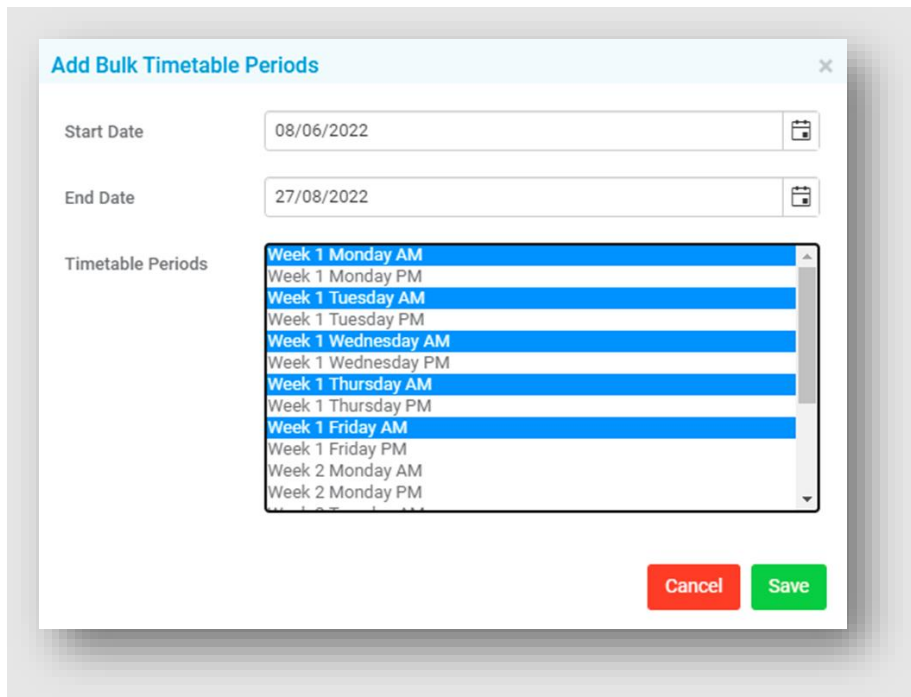
Select the **Staff\*** and **Room\*** that you wish to add periods for, you can now either use the **table at the bottom of the screen** to add individual periods, or press **Add Multiple Periods**.

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

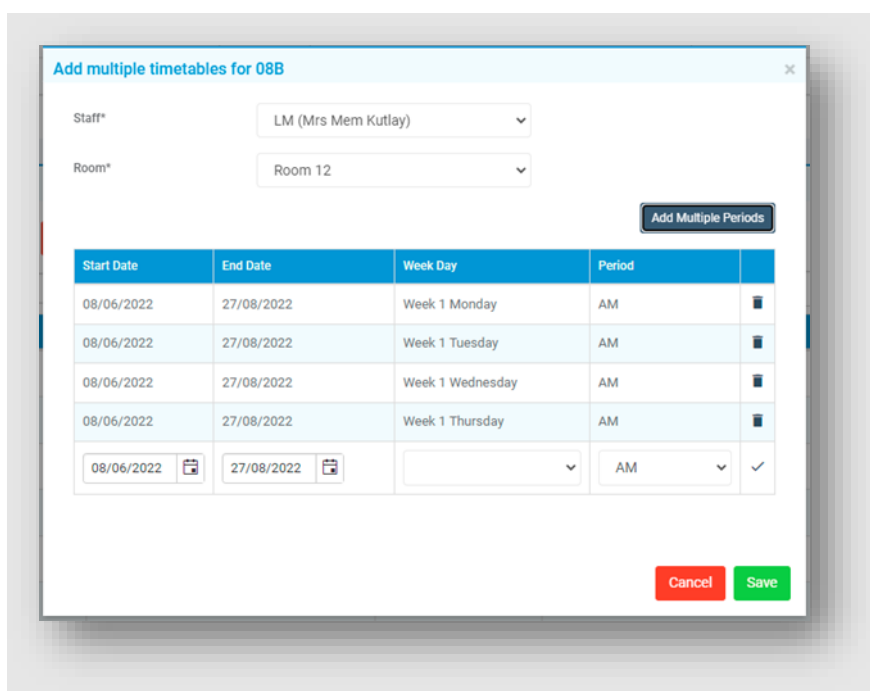


**Add Multiple Periods** opens another pop out window (see image below) where you can select all the periods you would like to add for the required **Start/End Date**.

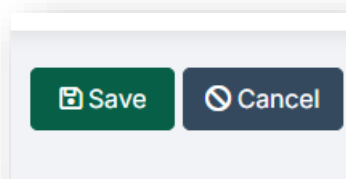
**Note:** You need to press **shift** or **control** on your keyboard while you click on periods to select more than one. Pressing **Save** takes you back to the original pop out window.



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



Once you have completed all the required fields for adding your tutor remember to click the top left **Save**



## Behaviour

Complete this section if your **Behaviour** setup needs updating for the upcoming **Academic Year** or if you are using **Pathways** and need to reset/start a new points total for **Student Actions**.

If you are not using the **Behaviour** module you can skip this section and go straight to [Adding New Students](#) in this guide.

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

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

To expire an Action or Event, you have two options:

- **Expire Immediately:** Select the Action(s) or Event(s) and click the **Expire** button at the top of the page to end date it straight away.
- Set a **Future End Date** select the **Actions** or **Events** that are no longer to be used and click the **Expire** button. You can select more than one **Event**.

Name	Description	Start Date	End Date	Adjustments	Text Required	Outcome Required	Protected	Event Type	Detention Type	Event Category
100AT	100% Attendance	25/03/2021		1	No	No	Yes			Toolbox Category
Bullying	Bullying others	25/07/2017		-5	Yes	Yes	Yes	Bullying		Bullying
Effort	Good Effort	25/07/2017		3	No	No	Yes	Effort		Rewards
Groupwork	Great groupwork	25/07/2017		5	No	No	Yes	Good Group		Rewards
Homework	Good Homework	25/07/2017		5	No	No	Yes	Homework		Rewards

Name	Description	Start Date	End Date	Accumulation Type	Threshold	Max Permitted	Action Type	Detention Type	Action Category
BRZ	Bronze Certificate	25/03/2021		None	15	1			Rewards
SIL	Silver Certificate	25/03/2021		None	20	1			Rewards

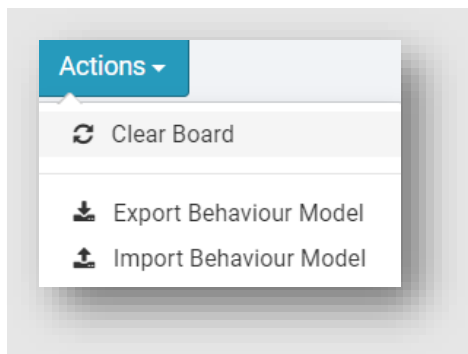
Expiring an **Event** or **Action** only removes it from the system from that date onwards. Historically it will still be available and prior instances where they were used will still be retained.

Any new **Events, Actions** 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**.

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

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** you wish to replace.

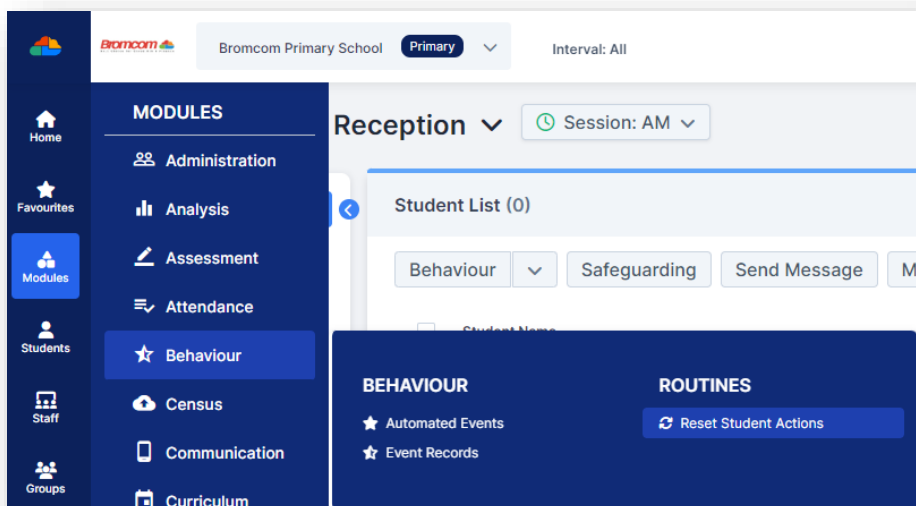
After this simply set up the new **Behaviour Pathways Model** following the normal instructions.

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

## Start New Points Total

If you are using Pathways, it is **important to reset/start a new points total for all student actions**.

Go to **Modules>Behaviour>Reset Student Actions**.



Select the **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**).

The screenshot shows the 'Action Details' form with the following elements highlighted in red boxes:

- The 'Apply' button in the top left corner.
- The 'Start New Points Total' radio button.
- The 'Day Start' date field, which contains '01/09/2024'.
- The 'All Students' radio button under the 'Group' section.



**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.**

If you want to **Start New Points Total** for **All Students** and **All Actions**, select the **All-Students** option, then click on the blue spy glass next to the Action Name field and select all Actions. Now click **Apply** in the **top left corner** of the page.

If you are **not Starting a New Points Total** 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.

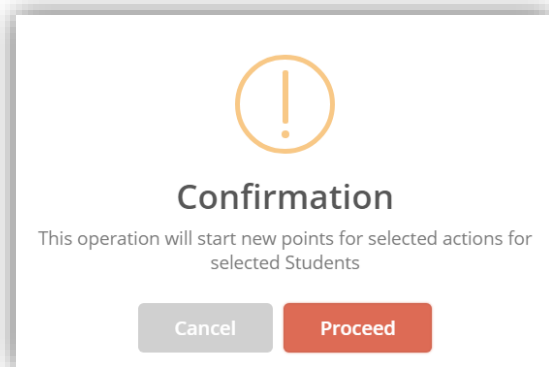
Select the **Actions** you are starting new points totals for.

Check the **Selection Lists** are correct.

The screenshot shows the 'Action Details' form with the following elements:

- The 'Start New Points Total' radio button is selected.
- The 'Day Start' field is set to '03/09/2023'.
- The 'Group' radio button is selected.
- The 'Action Name' field has a selection list with 2 actions selected: BRZ and SIL.
- The 'Group Name' field has a selection list with 4 groups selected: 6JP, 6RL, 6RM, and 6SS.

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

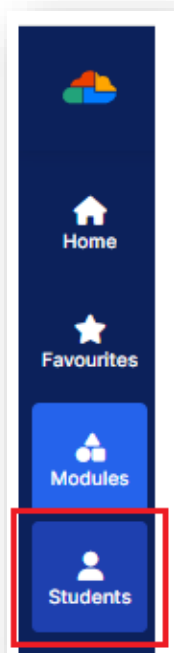


For more information see [How to Start New Points Total](#)

## Adding New Students

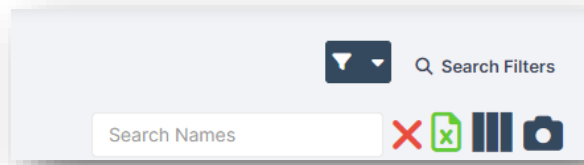
New **Students** can be added by any or all the options below:

### Adding a Student Manually

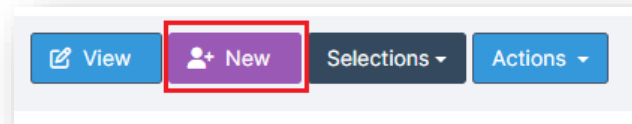


Click **Students** in the left-hand menu, this will open the **Students List** Page

**Tip: Best practice** is to check the **Student does not** already exist in the database by typing their name into the top right **Search Names** box.



Once you have checked the **Student** does not exist click the top left **New** button



This will open **Create New Student** to enter in the new **Students** information. **Note Entry Date\*** defaults to **today's date**, amend if required.

**Group Name** - if known, either type in the name of the Tutor Group or click the blue spy glass to open the Group Selector and choose the required Tutor Group.

### House

- If the **Tutor Groups are attached to Houses** there is **no need to choose the House** as it will link from the **Tutor Group Memberships** in Groups>House>View>**Tutor Group Membership**
- If the **Students are attached to Houses** in Groups>House>View>**Student Membership**, then choose the House from the dropdown choices
- Best practice is to **EITHER link Houses to Tutor Groups OR Student Memberships**, not both.

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

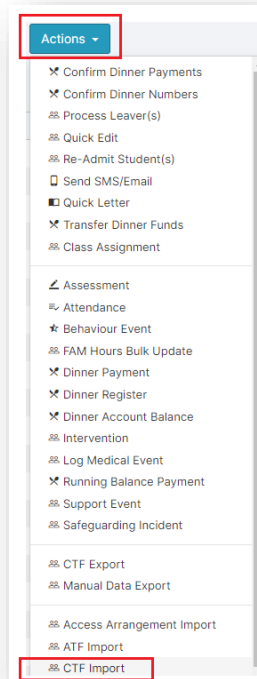
For more information see [How to Add a Student](#)

## CTF Import

**Note:** You will need a valid **CTF file** to carry out this process

Click on **Students** in the left-hand menu to open the **Student List** page.

Then from the **Actions** drop down click **CTF Import**, you do not need to select any **Students** in the **Student List** page.



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

A screenshot of the 'CTF Import' page. At the top, it says 'CTF Import'. Below that, it prompts the user to 'Select the file that you want to import from and then complete the choices below'. A 'Browse' button is shown next to the file name '8309991\_CTF\_8309991\_037.XML'. There are three columns of checkboxes for data to import: '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'. Below these are dropdown menus for 'In case of existing students, use CTF to:' (set to 'Complete Missing Data'), 'Select the text format to apply to names:' (set to 'Use Initial Capital Letters for all'), 'If the file contains new students (i.e. any that are not already recorded in the database), should they be placed into:' (set to 'On Roll'), and 'Enter Admission Date' (set to '04/09/2024'). There is also a dropdown for 'If the file contains LEAVER students (i.e. any that are already in system with a date of leaving) should they be:' (set to 'Excluded from import'). At the bottom, there are 'Next >' and 'Cancel' buttons.

Click on the top left **Browse** button to navigate to the **CTF Import file saved to your PC**, select it, and click on the **Open** button.

For the **Complete Missing Data/Overwrite** drop down choices.

- **Overwriting** will replace the data in the system that is present for that **Student** with the data included in the **CTF**, where the information is different, **so should be approached carefully**.
- **Complete Missing Data** will use the **CTF** data to complete any missing parts of the **Student's** record.

Enter in the date for **Enter Admission Date\*** for when the new **Student(s)** will be starting. This will **default to today's date**.

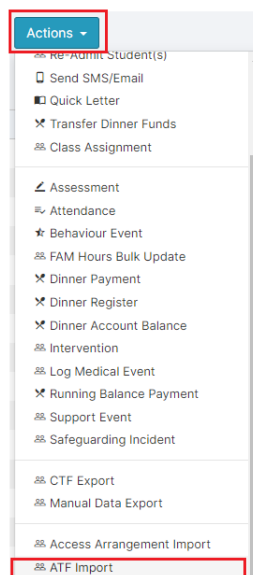
Once you are happy, click on the **Next** button, check the data, and then click on the **Import** button to Import the **Students** into the system.

For more information see [How to Add/Update Students with a CTF Import](#)

## ATF Import

Click on **Students** in the left-hand menu to open the **Student List** page.

Then from the **Actions** drop down click **ATF Import**, you do not need to select any **Students** in the **Student List** page.



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

A screenshot of 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' text. Below this, there are three columns of checkboxes, all of which are checked: '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', and 'Key Stage 3'. Below the checkboxes, there are two dropdown menus: 'In case of existing students, use ATF to:' with 'Complete Missing Data' selected, and 'Select the text format to apply to names:' with 'Use Initial Capital Letters for all' selected. There is also a 'Pre-Admission Groups\*' dropdown menu with '<NOT SELECTED>' and a refresh icon. Below that is the 'Enter Admission Date' field with the date '04/09/2023' and a calendar icon. At the bottom, there are 'Import' and 'Cancel' buttons.

Click on the top left **Browse** button to navigate to the **ATF Import** file saved on your PC, 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**.

Once you are happy, click on the **Import** button to **Import** the **Students** into the system.

For more information see [How to Add Pre Admissions Students using ATF and CTF Imports](#)

## Student Leavers

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

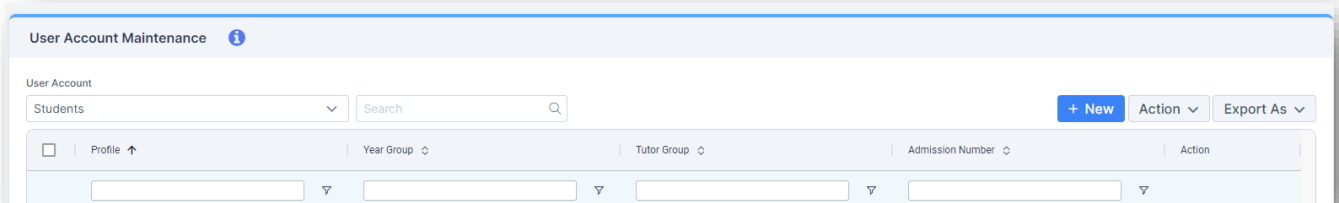
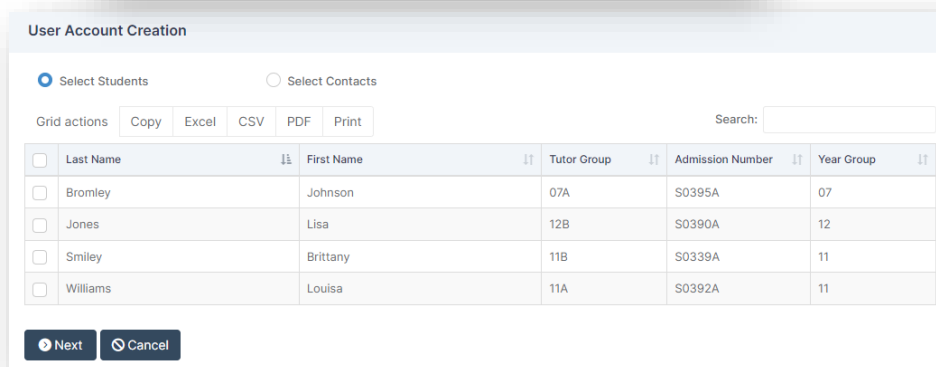
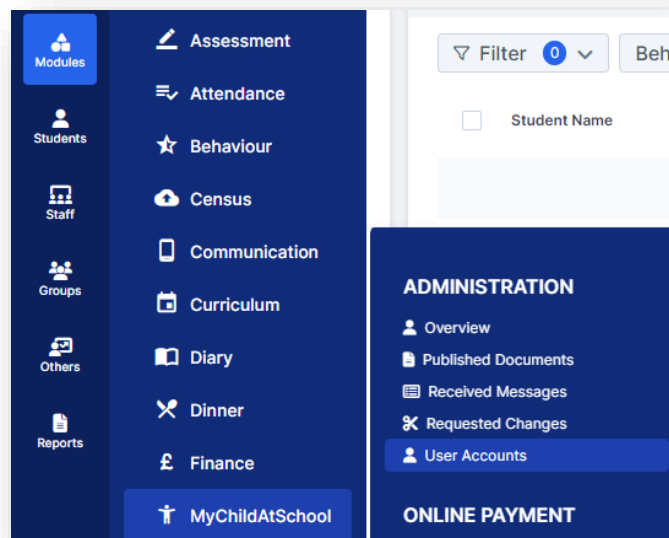
## Creating New MyChildAtSchool Accounts

Complete this section if you use **MyChildAtSchool**, otherwise move to [Data Archiving and DMS Storage](#) in this guide.

To create **User Accounts** for your new Students, go to **Modules>MyChildAtSchool>User Accounts**.

From the **User Account Maintenance** page click **New** to get to the **User Account Creation** popup.

Choose **Select Students** to see a list of the **Students** that are **not** linked to an MCAS Account



Select the required **Students** and click **Next**

**Important: Manual or Auto:** If you are creating several **Accounts** at the same time, select the **Auto** radio button. If you want to create **Accounts** for only one **Student**, you can select either **Auto** or **Manual**.

**User Account Creation**

Manual (Ideal for creating individual accounts)  
 Auto (Ideal for creating new accounts en masse, 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

Access	Contact Name	Student First Name	Student Last Name	Relation	Admission No	Tutor Group	Year Group	Priority	Parental Responsibility	Court Order Restriction	Show Student Detail
<input checked="" type="checkbox"/>	Miss E Allison	Jack	Wade	Mother	00024994	7JL	7	1	Yes	No	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Miss E Allison	Noah	Bell	Mother	00024996	7JL	7	1	Yes	No	<input checked="" type="checkbox"/>

**User Account Creation**

Select Students  Select Contacts

Grid actions: Copy Excel CSV PDF Print Search:

	Last Name	First Name	Tutor Group	Admission Number	Year Group
<input checked="" type="checkbox"/>	Ahmad	Richard	09B	00030	09
<input checked="" type="checkbox"/>	Ahmed	Charlotte	09A	00046	09
<input checked="" type="checkbox"/>	Ahmed	Lesley	09B	00002	09
<input type="checkbox"/>	Alex	Makoto	09A	00003	09
<input type="checkbox"/>	Alexander	Susan	09B	00033	09
<input type="checkbox"/>	Alpha	Johnny	09A	00035	09
<input type="checkbox"/>	Amato	Amelia	09B	00038	09
<input type="checkbox"/>	Arkowski	Andrzej	09B	00004	09
<input type="checkbox"/>	Asvani	Angela	09A	00027	09
<input type="checkbox"/>	Atkinson	Adam	09B	00001	09
<input type="checkbox"/>	Rahh	Inhn	09A	00028	09

Once you press **Generate**, you will receive a **success notification** and you will see a list of the **Contacts** who now have an **MCAS Account**, click **Send Generate Password Email**.

**User Account Creation**

Grid actions: Copy Excel CSV PDF Print

Contact Name	Is Active	Students	Email Address
Miss E Allison	Enabled	Jack Wade, Noah Bell	<a href="mailto:E5113186274@bromcomcloud.com">E5113186274@bromcomcloud.com</a>

For more information see [How to Create New MCAS Accounts](#).

## Clubs, Trips and Wraparound Care

Please see below for guidance on best practice when setting up **Clubs, Trips** and **Wraparound Care** for the New Academic Year.

- To create your clubs/trips for next year, firstly you must ensure that the new academic year has been created (dates and academic days can be changed later if not yet known exactly). See [Academic Year](#) in this guide.
- For trips ensure that the **end date of the group falls after the trip itself takes place, ideally giving enough time for all payments to be chased/collected. You may encounter issues if trying to process payments once the end date of the group has passed.**
- We recommend removing the Trip from MCAS once all parents required have signed up. This can be done by removing the 'Live on MCAS' dates within the Additional Group Details panel of the Trip.

### Wraparound Care

- When setting up a Wraparound Care (Running Balance) club, we recommend **not entering an end date** initially. This allows the club to be reused across academic years without needing to recreate it each time. If you decide to close the club in the future, you can do so using the **Terminate Club** button in the *Basic Group Details* panel.  
**⚠ Important:** Once an end date is set, it cannot be removed, meaning you'd need to create a new one - requiring any outstanding balances to be manually transferred. By keeping the same club active and simply updating the schedule each year, all balances remain intact and usable.

## Data Archiving and DMS Storage

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

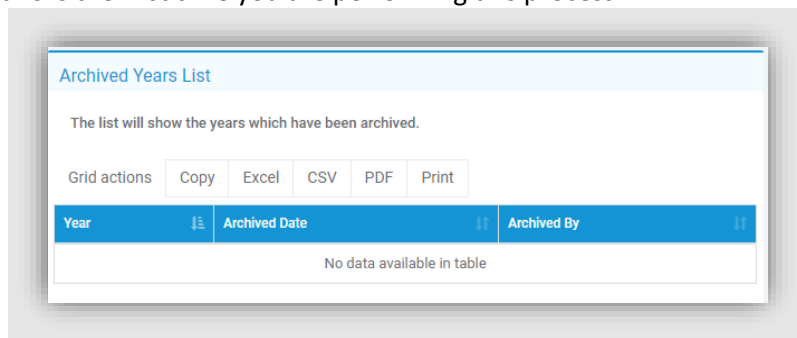
### Data Archiving



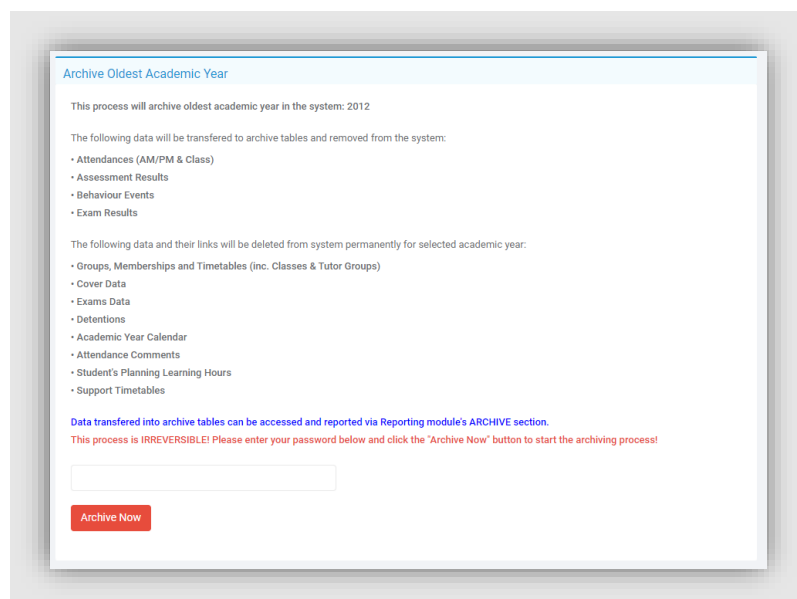
Please note that this process is **IRREVERSIBLE** so ensure you have reviewed the process carefully before completing.

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.

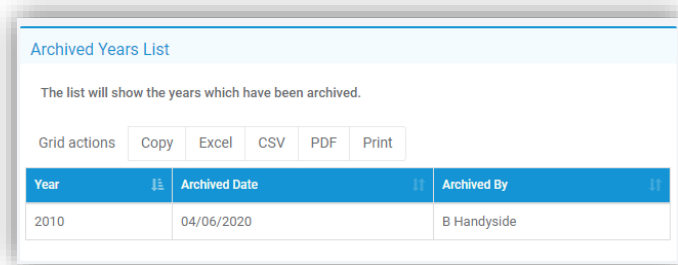


The **Archiving** process, and which **Academic Year** will be processed, will be displayed on the **Data Archive Configuration** page. From here you can also review exactly what data will be archived and what will be **permanently deleted** from your MIS.



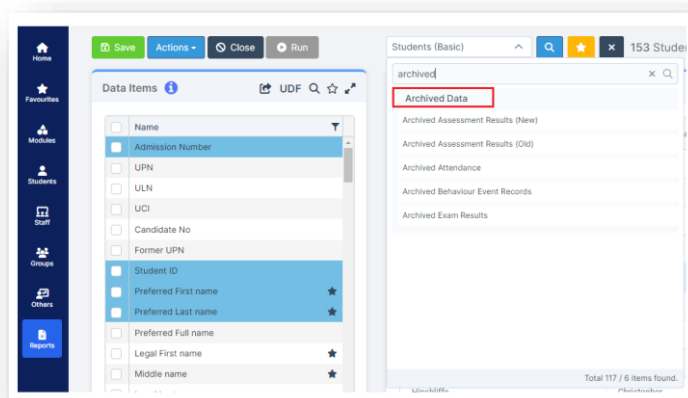
Once you have reviewed and are happy to proceed, you will need to enter your **MIS Account Password** before clicking on the **Archive Now** button.

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



Year	Archived Date	Archived By
2010	04/06/2020	B Handyside

You can also access reports on **Archived Data** from **Reports > Quick Reports** and select the **Archived Data** domain.



## DMS Storage

You should also review your **DMS Storage** and remove any reports/documents that are no longer needed. For more information see [How to the Manage the DMS](#).

This is the end of the **End of Year Guide for Primaries 2025**

If you have any issues or queries, please do not hesitate in contacting whoever you contact for Support.

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**May 2025**