Bromcom User Group

Thursday 13th November 2025

coventry.gov.uk

ACCREDITED SUPPORT

Bromcom

Coventry City Council
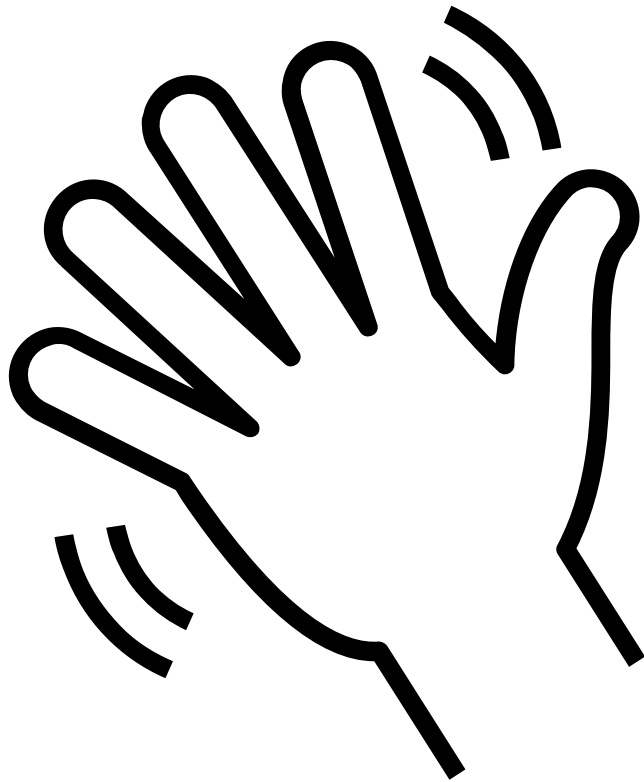
Data Protection Disclaimer

Screenshots used in this presentation and access to bromcom has been performed from a test system.

People depicted do not exist.

Screen shots are used for illustration purposes only.

Mission Statement

"The aim of these user groups is to give schools a forum to discuss their use of MIS products within schools, to get feedback, to share good practice, to network and to learn about new features and functionality coming up."

Agenda

- Customer Feedback
- Contract renewals
- MIS What's New
- Linking Parents for Communication
- Reporting on Club / Trip payments
- Reporting Home to Parents
- Finance What's New

- Finance Housekeeping
- Sharing of good practice

Customer Feedback

[Digital Services for Schools & Academies Customer Feedback Survey](#)

Making our service meet your needs – your insight is invaluable

Survey closes on 21 November—don't miss the chance to have your say!

Customer Satisfaction feedback

You'll find the link on the automated email you receive

Please take a moment to fill these in and let us know how we did - thank you.

Bromcom Contract Renewals

Digital Services coordinating renewal quotes with Everything ICT

Procurement process – direct award

Individual quotes and terms

Please reach out to Ollie if you have any concerns or questions
ollie.burnett@coventry.gov.uk

MIS What's New

A brief look at some new MIS features that have been introduced recently.
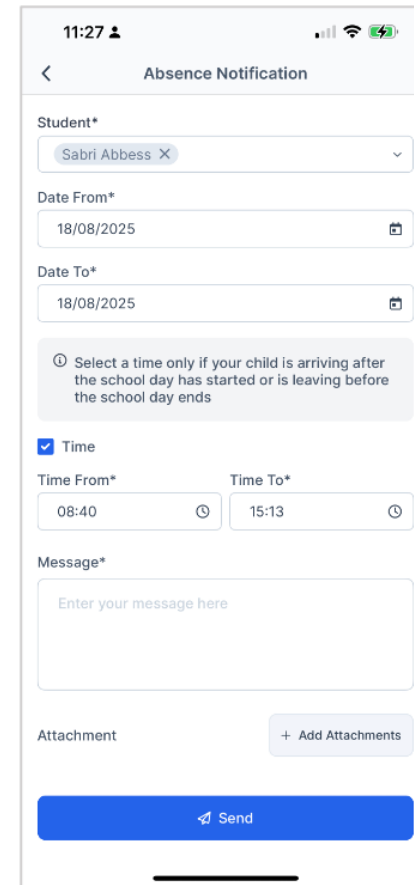
MCAS – Absence Notification (1)

- Parents can now report a student's absence directly in the Parent App

- **'Allow Parents to Notify of Absence via MCAS?'** checkbox needs to be enabled in **Config > MCAS > Attendance**

- **Report an absence** button will then appear on the **Attendance** screen in the **Parent App**.

- MCAS - Parent App: Parents can notify the school of child's absence
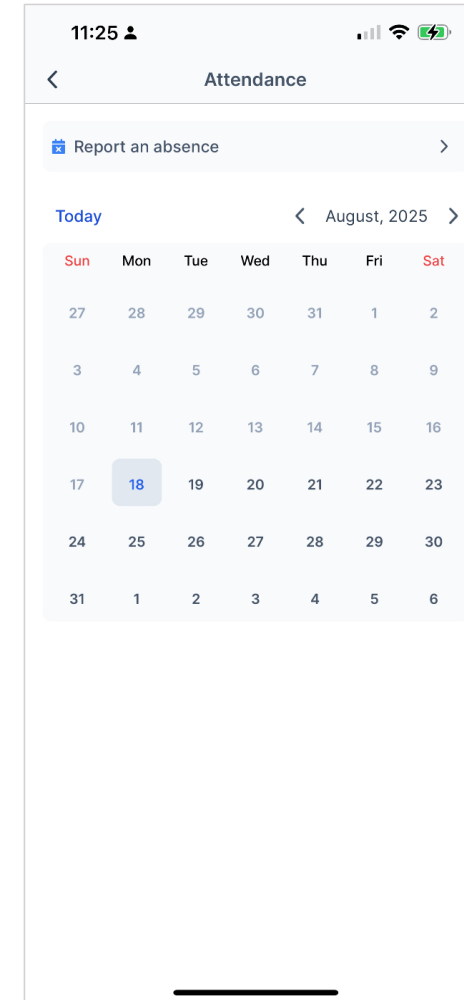
MCAS – Absence Notification (2)

- Clicking on the **Report an absence** button - parents can enter details of the absence and send the notification to the school.

- **Time** checkbox:
  - **Checked**: Time pickers remain unlocked, mandatory, and **enabled**.
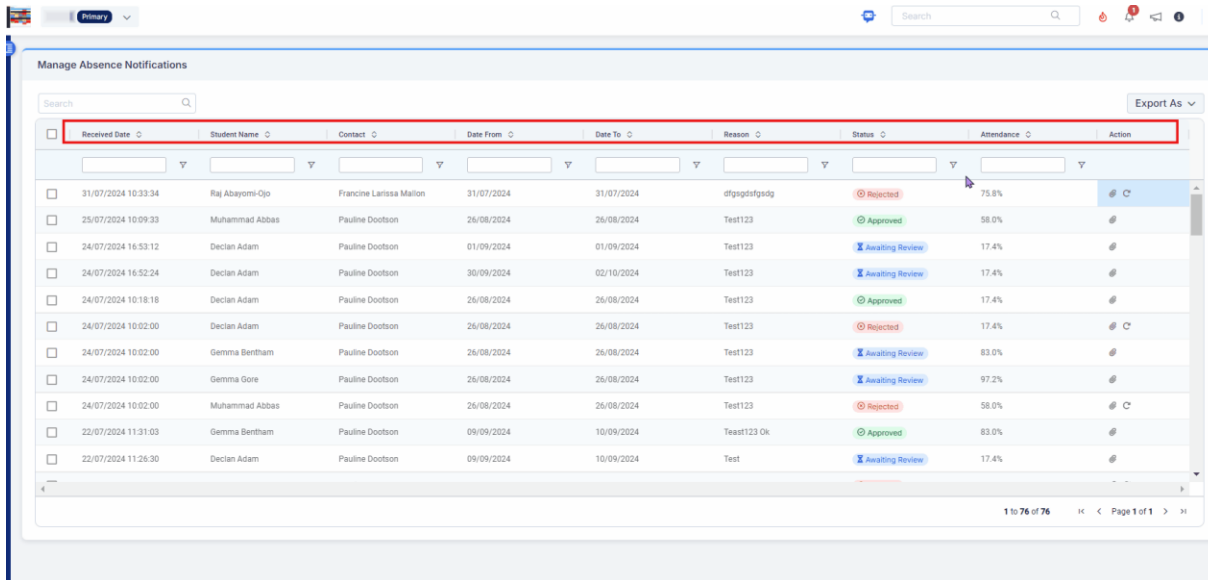 - **Unchecked**: Time pickers become locked and **disabled**.

MCAS – Absence Notification (3)

- After selecting Send, a confirmation popup will appear

- After selecting Confirm, a success message will appear

- If an absence notification has already been confirmed for this period, another can not be submitted.

How to manage Absence Notifications (1)

- Back in the school MIS, once a parent has sent an **Absence Notification** via MCAS it will be visible in the new **Administration** page called **Absence Notifications**

- **Modules > MyChildAtSchool > Administration > Absence Notifications**

- **Demo**

How to manage Absence Notifications (2)

- **Accepting an Absence Notification**:
  - Clicking **Accept** prompts the user to assign an authorised **Attendance Code** from the dropdown and **Confirm**.
  - A **Confirmation** popup will ask "Are you sure wish to accept the Absence Notification?". Clicking **Proceed** updates the **Status** to **Approved.**
  - The authorised **Attendance Code** will be assigned to the student in the **Modules > Attendance > Manage Attendance** screen.
  - Parents will then receive a message in **MCAS > Inbox** notifying them of the approval.

How to manage Absence Notifications (3)

- **Rejecting an Absence Notification**
  - After clicking **Reject**, a **Confirmation** popup will ask "Are you sure you wish to reject this Absence Notification?'. Clicking **Proceed** updates the **Status** to **Rejected**.
  - Parents will receive a message in **MCAS > Inbox** notifying them of the rejection.

- **Resubmitting an Absence Notification**
  - **Rejected** Absence Notifications will display the **Resubmit** icon in the **Actions** column.
  - Clicking on the **Resubmit** icon creates a copy of the **Absence Notification** in the table, with the same data, in **Awaiting Review s**tatus. This will enable users to review an appeal made by the parent without the need for the parent to send a new Absence Notification.
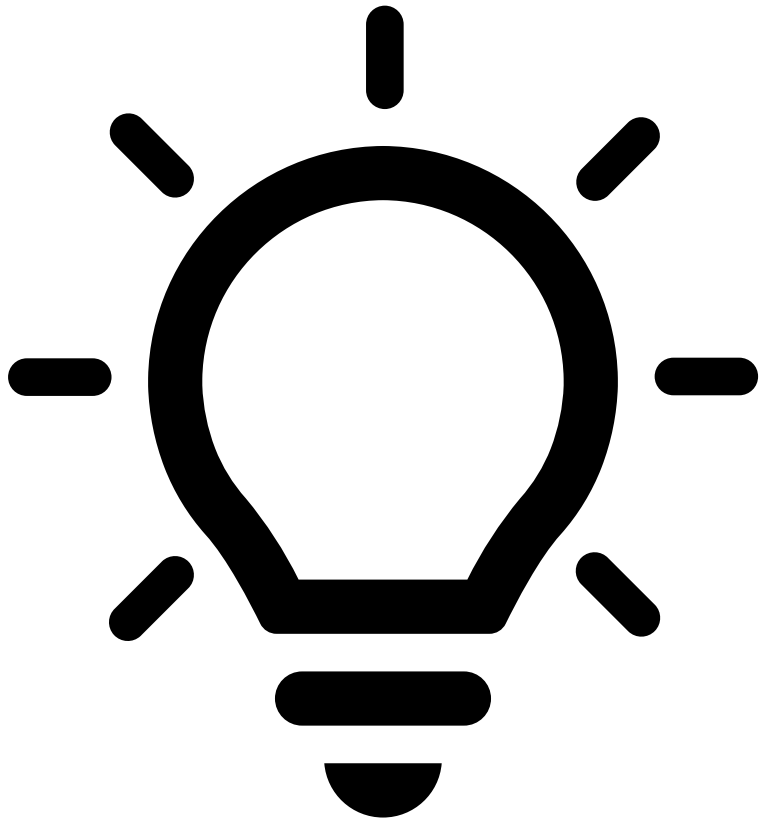
Review the outcome of an Absence Notification

- MyChildAtSchool > Inbox

- Parents will receive a message regarding Approved and Rejected Absence Notifications in the MCAS Inbox.
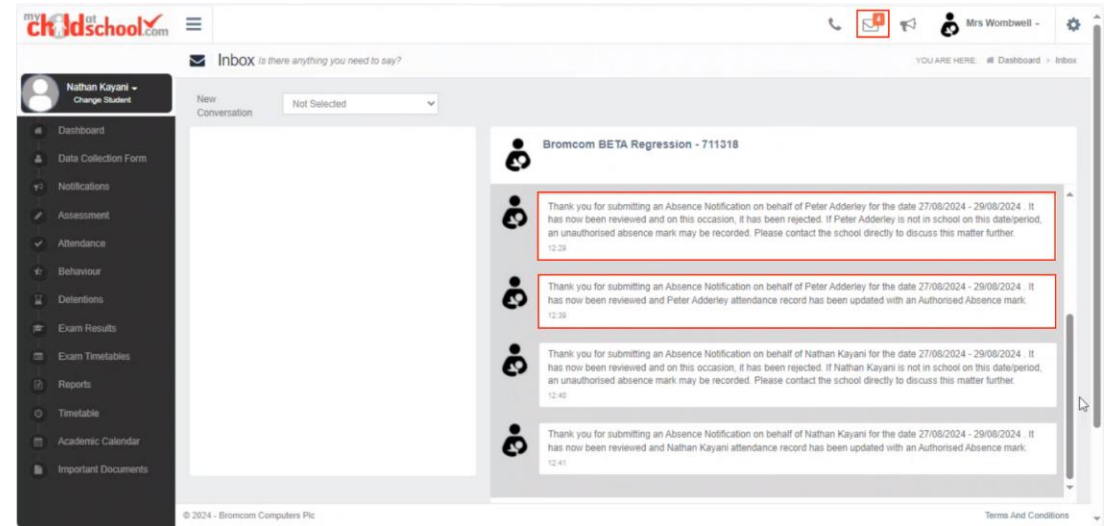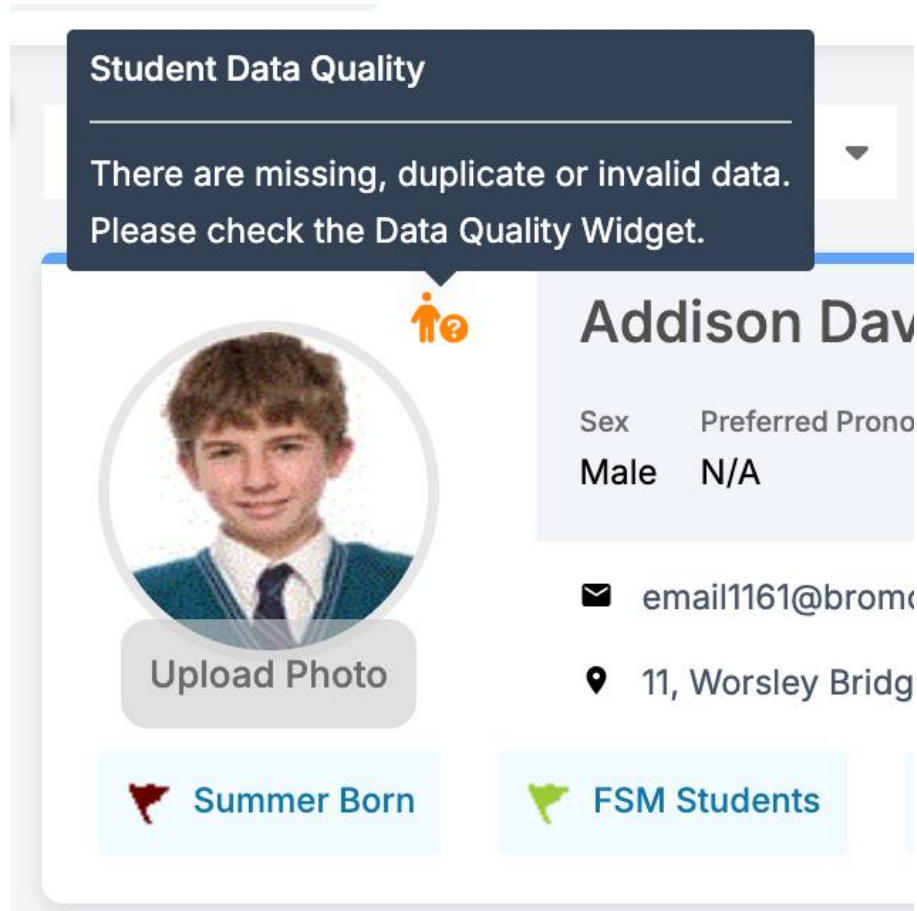
Vote for an Idea

- Limitation - the reason for absence does not currently write back to the comments
- Future consideration
- [Updates to MCAS absence notifications | Bromcom Ideas Portal](#)
- [Only show an error on the data quality | Bromcom Ideas Portal](#)

Student Data Quality Dashboard

- The **Student Data Quality** icon has been updated

- A tooltip is now shown when hovering over the icon, explaining that it indicates there are missing, duplicate or invalid data.

- Demo

Successful Parent Communication (1)

- Essential to have up to date contacts that are linked correctly

- **Adding a Contact - ALWAYS CHECK** that the contact doesn't already exist on your database, e.g. if you are adding a Mother to a students record if that parent is already on the database as for example an Aunt to another student, then you would select **Click to Add Existing Contact**

- IMPORTANT: If using **Link to an Existing Contact**, you MUST NOT link a **Staff Profile** to a **Student Record** as a **Contact.** This can cause problems with **Communication** and when using **MCAS**

- Housekeeping contacts: How to find and remove duplicate Contact Records from Others – Bromcom – Documentation Centre
- Demo

Successful Parent Communication (2)

Linked Students

- For each student in the **Linked Students** tab you need to identify the following:

  - **Contact's Relationship to this Student** – select from dropdown list
  - **Parental Responsibility** – this is key when sending **Communications** through Bromcom to **Contacts**
  - **Grant access to student details in MCAS** – this will give access to **Student** information on the **Parent Portal**
  - **Parental Ballot**, **Student Reports** and **Correspondence** – these allow **Contact** lists to be filtered on these items when using Quick Reports
  - **Transfer Address** – will **Transfer** the **Contact Address** with the **Student**
  - **Court Order Restricted Access** – select if there is a **Court Order** in place to **Restrict Access**
  - **Source of Contact Priority** – select from dropdown list
  - **Contact Priority** – this is the **Contact's Priority** to the **Student**
  - **Alternative Contact Notes** – is **Free Text**

Successful Parent Communication (3)

Message Type:
- **SMS**
- **Email - Plain Text**
- **Email – HTML**

Recipient
- **Contact**
- **Student**
- **Staff** (**Emails only**)

Templates
- If a **Message Template** has been created in advance, select the relevant template from the dropdown list. A preview of the template will appear in the **Message Box**

Message
- Type the **Message** you wish to send

Dynamic Fields
- Select the relevant fields to personalise the **Message** such as **Student Fullname** or **Student Tutor Group**

Upload CSV
- Provides temporary **Dynamic Fields**

Successful parent communication (4)

Contact Priority can also be viewed in the Linked Students panel of the Contacts Information.

When sending an **SMS Message**, you need to ensure that the **Contact** has a **Mobile number** on their **Contact Information** and that **Use this mobile for text messages** is ticked.

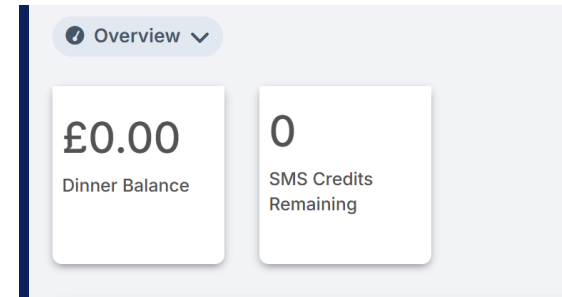This is done by editing the **Contact Information** from the **Student's record** and editing the **Phone Number**.
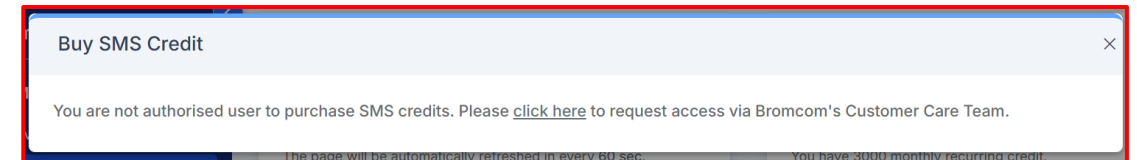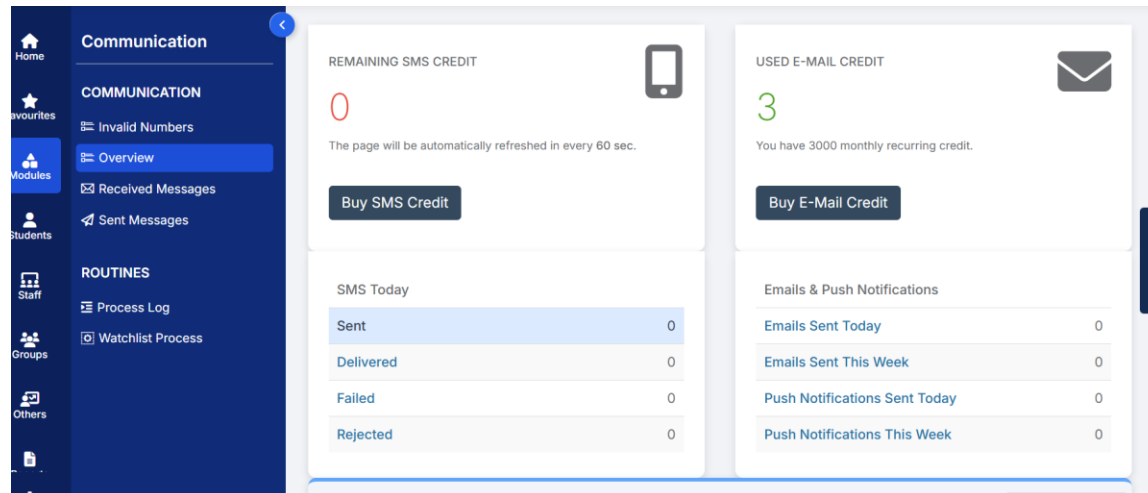

The **Priority** shown in this area is the **Priority** of the **Phone Number**, not the **Contact**.

Successful parent communication (5)

- Check credits remaining **Home>Overview**

- Purchase credits **Modules>Communication>Overview**

Reporting on Clubs / Trip payments

- If you want to check the status of payments for a club or trip you have created in Bromcom you can do this using Quick Report in Bromcom.

- You can use this to review who and who has not paid in a class, a year group, a specific group you have set up (Report Group) or you might want to see which pupil premium (PP) versus non-PP children have paid.

- Link to Trip or Club Payment Status Report guide

- Demo

Microsoft Edge
PDF Document

Reports Home to Parents

Using Bromcom to send reports home to parents could save the school time and improve consistency

Two options

1

Bromcom can be used to **distribute** reports to parents which you have created in another product

2

Bromcom can be used to **create** reports home to parents which you can then **distribute** to parents

Which one should you choose?

	1. Pre created reports	2. Collect Data and Generate in Bromcom
Advantages	• Can get started quickly – using a process you already know.	• Takes advantage of the data already in Bromcom. • All reports look the same, can be generated at the same time. • Staff can work on them from home. • Once generated reports are available in Bromcom as part of the student's permanent record.
Disadvantages	• Requires creation – usually manually in Word/Excel or another system. • Hard to use data which already exists in Bromcom. • May be discrepancies between the reports. • Reports need to be stored in a specific way – incorrect storage can lead to the wrong document being sent to the wrong parent.	• Needs to be setup, may be time consuming to setup. • Changes to the setup can be time consuming.

Its not just end of year reports

- You can also use the method for distributing reports to share other documents with parents

- For example:
  - letters home to parents
  - Attendance letters, certificates and reports
  - Behaviour reports

Don't forget
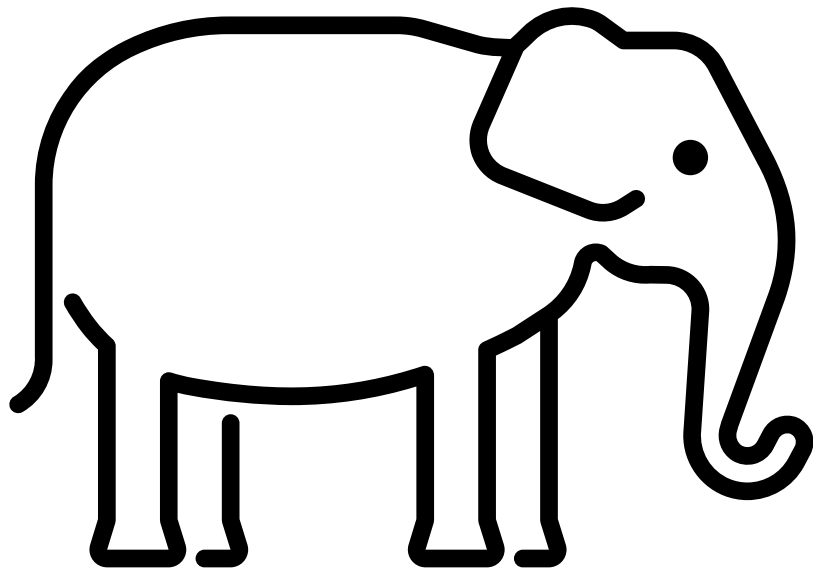
- Reports will be available in MCAS to **all contacts** who have access to a particular pupil
- Keep this in mind when sharing documents or reports
- Any reports you share (particularly if you use these functions for sharing letters) may be seen by estranged parents

Next Steps

For more information view our webinar here: https://www.schoolsict.digital/bromcom/#reportingtoparents

Option 2 requires more planning and set up, please contact us if you would like to arrange support with this: lucy.smedmore@coventry.gov.uk

Staff Meals (1)

- Staff can **order** their lunches on Bromcom if your school uses Menus
- Staff can **pay** for their lunches on Bromcom regardless of if you use Menus or not
- This is all done from the **Home page> Overview** rather than the registers

Staff Meals (2)

You need to enable the Dinner Balance Widget on the home page Config>Dinner>Configurations
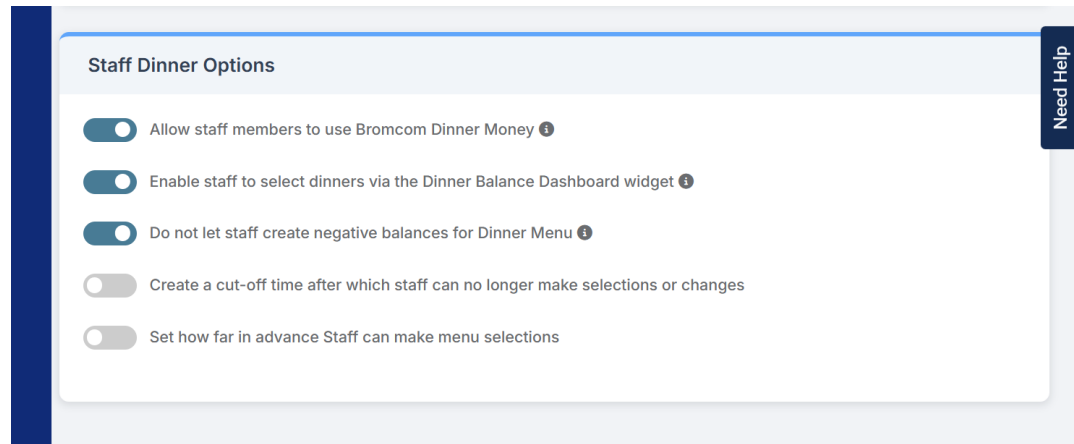
If you are not using menus then the school office would need to add the meal on through the staff list

Staff > Actions > Dinner Register – this part of the system works the same for staff as pupils.

Staff meals also need to be confirmed.

Finance What's New

A brief look at some new finance features that have been introduced recently.

Salary apportionment (1)

- Salary apportionment can now be transferred across financial years rather than having to remember who you had this set up for. Enhancement arising from working group sessions and feedback.

- New options in the Salary Projections screen:
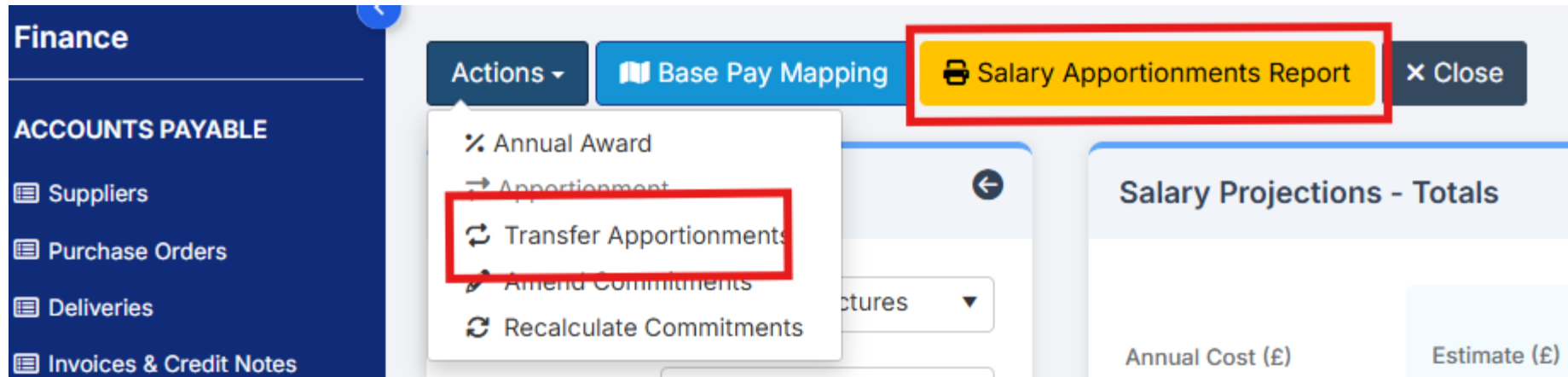
Salary apportionment (2)

- New Action: Transfer Apportionments in the Actions dropdown

Transfer Apportionments ✕

Use this option to transfer only the Apportionments that were still valid as of the final day of the previous financial year. Any Apportionments linked to cost centres or funds that are not valid in the 25/26 financial year will be excluded from the transfer.

- ⦿ Do not overwrite existing apportionments
- ◯ Overwrite existing apportionments

⟳ Transfer from last year

- New Built-in Report: Salary Apportionments Report to provide visibility of apportionment allocations across financial years.

- Click on the link for more information Finance - Salary Apportionment Enhancements

Outstanding Purchase Order Report (1)

A new report has been introduced to help track and manage purchase orders that remain open.

The report can be run in **Summary** or **Detailed** mode, with full flexibility over filters and output

Reports > Finance > Outstanding Purchase Orders Report
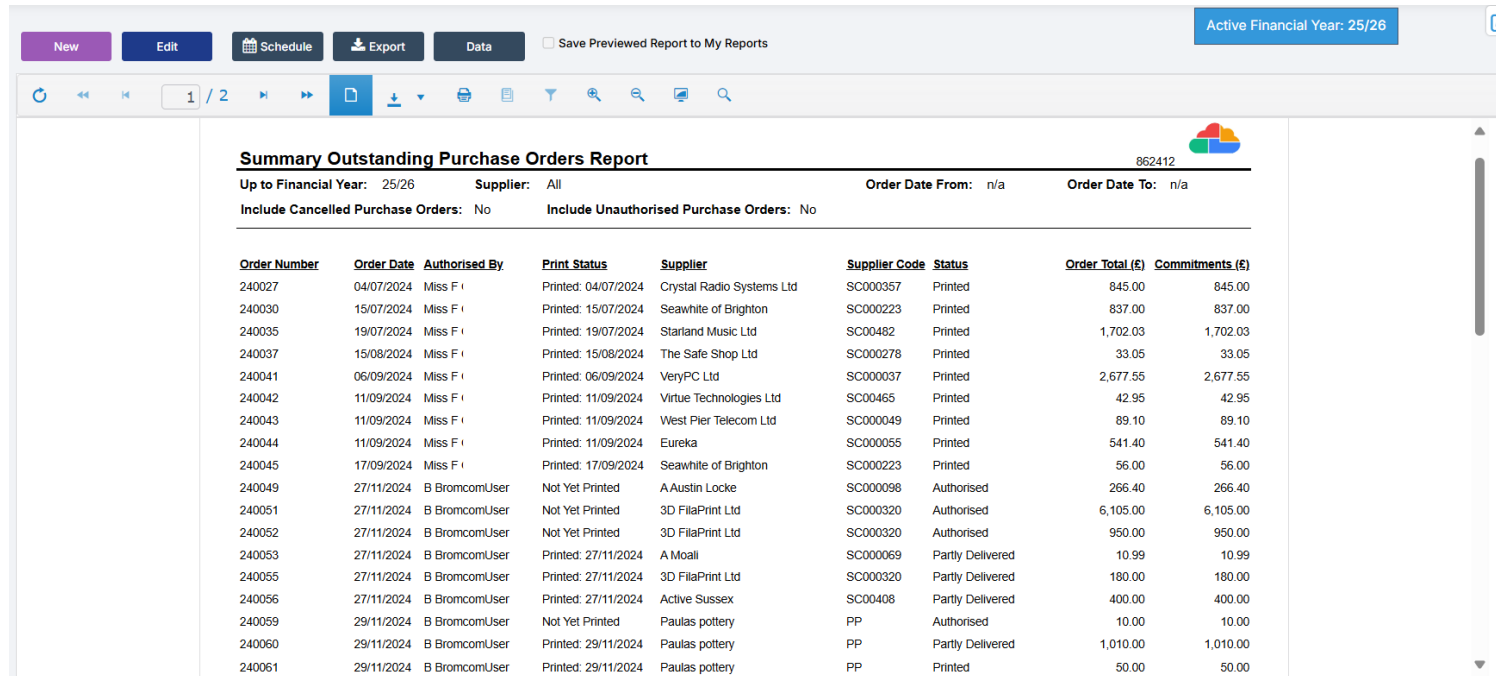
Outstanding Purchase Order Report (2)

- Run at **summary level** to view orders by supplier with totals for order value and outstanding commitments.

Outstanding Purchase Order Report (3)

- Run at **detailed level** to drill into individual order lines
  - Grouped by cost centre and supplier
  - Showing original quantities, outstanding quantities, and commitment values

Finance Housekeeping

General Tips

- **Online Payment Mapping** – this needs to be updated each financial year

- Please **don't "deliver all"** unless that is what you intend to do. Only delivery what you have received. This can cause issues later

- **Take care when using the invoice all button** – it can cause issues if you want to clear the commitment later on

- **Run your salary download as soon as you receive it**

- **Reconcile your bank statements frequently** – please don't leave them to the last minute

Month End Checks

- **System Checks** - Run and respond to the errors
- **Journal Browser** - check for errors and report these.
- **Accounts Receivable** – check invoice receipts have been matched to invoices.
- **Creditor Control Accounts** – ensure this matches aged creditor and outstanding invoices/credit notes.
- **Debtor Control Accounts** – Ensure your debtor control matches your aged debtor report and outstanding invoices /credits.
- **VAT Reports and VAT Control** – run, submit and check the VAT control ledger.
- **Bank Reconciliation** – do this monthly.
- **Chart of Accounts** – Check that COA matches the Cost Centre Enquiry
- **Trial Balance** – Check your trial balance is £0.00
- **Online Payment Mapping** – Complete any outstanding ones.

Reminders

Are you using MFA?
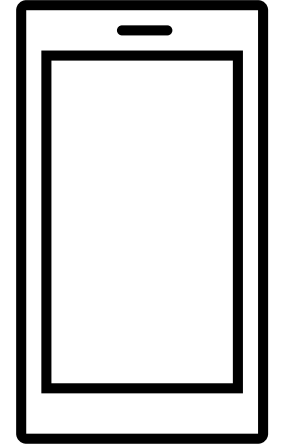
- Please talk to us if you are not using MFA
- Recent high-profile attacks on retailers underscore the requirement to keep your systems safe
- Data Protection Implications and GDPR issues
- Cyber Security for Schools - NCSC.GOV.UK

Access Rights Audit

- Undertake an access rights audit
- **Modules > Setup > System Users**
- Have you had staff that have left? Or changed jobs?
- Have their accounts been disabled?
- Have new staff been added? Are they using MFA?
- Do you know everyone who has access to your system?

Sharing Good Practice

Over to you, share your good practice or hints and tips with each other.

You can ask questions of each other or share things you have found useful.

Please feel free to come off mute or post in the chat.

Coming Soon

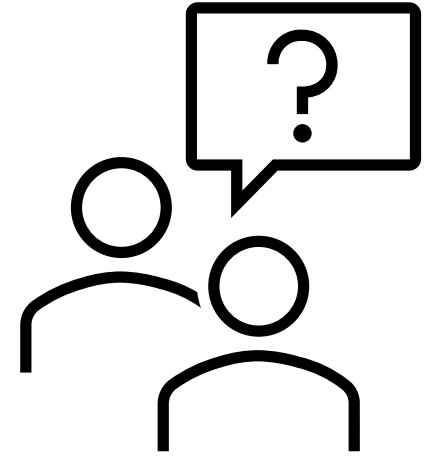**Spring Census Webinar** – 8th January 2026

Coffee Morning – Spring Term

We are planning an in-person coffee morning in the Spring Term, look out for more information coming soon.

Financial Year End Briefing – Spring Term

User Group – Spring Term

Your Questions

Help and Support

Digital Services

- For issues relating to Software faults, bugs, 'how do I?' queries, anything that needs to be escalated to Bromcom
- Email
  - schoolsict@coventry.gov.uk
- Phone
  - 024 7678 6620

Online

- Our Bromcom Video library is available at www.schoolsict.digital/bromcom
- Guidance documents at ICT – Coventry City Council

Thank you for your time

coventry.gov.uk