



Bromcom User Group

Thursday 7th May 2026



coventry.gov.uk

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

- MIS What's New & Coming Soon
- Finance What's New
- Behaviour Management
- Safeguarding
- User defined panels – parent evening & transition notes
- Sharing of good practice



Known Issues

- Printing Bank Reconciliation –
 - Certain bank reconciliations are throwing up an error on print
 - Fix scheduled 29 May
 - Workaround available
- Student List not loading – issue affecting some users in some schools
 - Workaround available



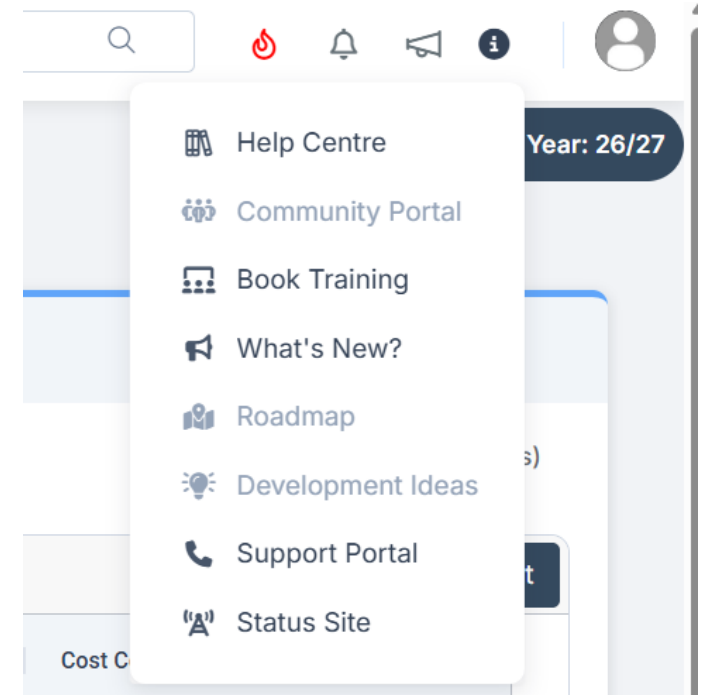
MIS What's New

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



Help & Resources menu

- Help Centre – Hot Topics
- [Roadmap-Spring-2026-publish.pdf](#)
- What's New? (filter)
- Community Portal
 - For access to the Community email community@bromcom.com - use your school email address, and include your site id.
 - Can be done in bulk – one user can raise for multiple staff.
- Development Ideas
- Status Site




Development Ideas

- MIS ideas need 50 votes to be considered
- Finance ideas need 20 votes
- Here are a couple you might like to vote for:
 - [Staff absence analysis by days lost rather than | Bromcom Ideas Portal](#)
 - [Clone menu or take into account half terms | Bromcom Ideas Portal](#)




Improved workflow when adding new contacts

Students > Student Details > Profile > Contacts

- To help prevent unlinked or duplicate contacts (which in turn can also cause problems for the user in MCAS) Bromcom have introduced a new workflow to encourage proper checking for duplicate contacts and displaying a confirmation pop-up
 - [Improved workflow for new contact](#)
 - Demo
- 

Pre-Admission improvements to ATF/CTF import

Students > Student List


- Bromcom have improved how **pre-admission** students are handled when they are **imported** via ATF or CTF
 - **Start Date:** Pre-admission students are now assigned a start date equal to the **date of import**, allowing them to be recognised as active immediately.
 - **Groups:** Pre-admission students can now join Groups (clubs, trips, reporting groups, etc.) and parents of these students can purchase through MCAS as soon as they are imported - even if their Admission Date has not been reached.
 - **Student List:** Pre-admission students now appear from the date they are imported when using filters such as the Active Date filter or Pre-Admission status.
 - **Note:** If a student is already recorded as a pre-admission, re-importing them will not overwrite their existing start date.
- 

CAUTION: Pre-Admission Group

Student List

- If you **Untick** the “**Active Date Filter**” box from the **Student List Page > Search Filters**, then you’re seeing **ALL Students** who have ever been assigned this status, even if they no longer have this status.
- This **does not mean the Students are still in the Pre-Admission Group.**
- If you would like to see only **Students** who are currently **Pre-Admission**, leave **Active Date Filter** ticked and ensure it is set to today's date

Deleting Pre-Admission pupils (Check!!)

- Before deleting any Pre-Admission pupil check the **Student ID** doesn't match the on-roll record.
 - Add the **Student ID** column to the **Student List** page to check this information
 - **This should prevent any costly accidental deletions**
 - **If in doubt check with us**
- 

Pre Admissions

- **MCAS - Pre Admissions – Future Enhancements**
 - Ability to have different admission forms and associated attached documents available at the same time
 - Yearly information check via MCAS
 - Pre - Admission Data Collection update to allow users to add new contacts review, update and confirm data is up to date.
 - Select contacts by whether they have or have not signed up for MCAS
- BROMCOM HOT TOPIC 2026 Admissions – Bromcom – Documentation Centre

Young Carer Flag

Config > Administration > User Defined Flags (UDF)

- Young Carer option now available to create a UDF
- Once created, the flag appears in the UDFs panel and across applicable areas of Bromcom:
 - Student Details
 - Student List (add column)
 - Modules > Assessment Assessment Sheets List
 - Teacher Dashboard




Updated Assessment sheets for 2026

Modules > Assessment > Assessment Sheets List

- **EYFS, KS1, and KS2 Assessment sheets** have been updated for **2026** to ensure compliance with statutory requirements:
- **EYFS (Early Years Foundation Stage)** Assessment tables have been rolled forward to **2026**
- **KS1 (Key Stage 1)** Assessment tables have been rolled forward to **2026**
- **Phonics** remains mandatory
- KS1 assessments are now **optional** for statutory returns
- **KS2 (Key Stage 2)** Assessment tables have been rolled forward to **2026**
- **Register for our webinar on 4th June:** [End of Key Stage Data Collection Webinar - Bromcom | Join meeting in Teams | Microsoft Teams](#)

New Managed Move section

- **Students > Actions > Process Leaver(s)**
 - A **Managed Move** section has been created to assist with processing applicable school leavers.
 - This will be needed for the **Autumn Census** for leavers between 1st August 2026 and 30th September 2026.
 - Full details of the change can be accessed here [new managed move section](#).
 - Demo
- 

Safeguarding: Ever Known to Social Care

Students > Student Details > Safeguarding

- An **Ever Known to Social Care** panel has been added to the **Safeguarding** page.
- The dates entered in here will determine whether the student is classed as **Currently in Social Care** or **Known to Social Care** in the MIS.
- View this information across Bromcom:
 - Student > Student List (add columns)
 - Groups > Report Group - the **Student Selector** pop-up now includes both **Currently in Social Care** and **Known to Social Care** in the **Attributes** dropdown
 - **Reports > Administration > School Summary Report**
- [Administration - Students Safeguarding: New 'Ever Known to Social Care' Attribute - Bromcom](#)

MIS Coming Soon

Parental Consents – MCAS improvements

- Clearer overview of all consents, current status from within the app
- Configurable within the MIS by admin staff

Clubs & Trips – New module

- Introducing a new, dedicated Clubs & Trips module that will make creating and managing activities simpler

Single Central Register (SCR) – improvements

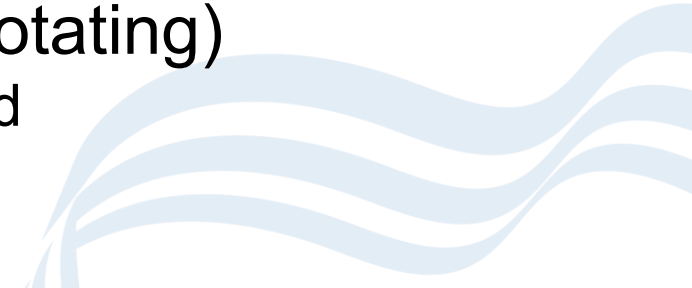
- Clearer and easier to navigate
- Links to staff record from within SCR
- Click on headline figures to instantly filter the SCR to the relevant staff (e.g. incomplete records or issues)

Finance Update

A brief look at What's New and Coming Soon in Bromcom Finance



Bromcom Finance Working Group

- Purpose:
 - Bromcom School Finance users get together in a meeting on a 4-weekly basis with Finance Product Owner for Bromcom.
 - Bromcom will show some of the items planned in the upcoming development cycles.
 - Open discussion about the functionality proposed.
 - Opportunity for suggestions or improvements to be put forward.
 - Improve the quality of the developments by addressing the specific needs of Bromcom School Finance users.
 - Digital Services and SFOs are already represented
 - We are looking for an SBM representative (static or rotating)
 - Email lucy.smedmore@coventry.gov.uk if you are interested
- 

Bank Reconciliation – Save & Refresh

Active Financial Year: 2019-2020

Bank Reconciliation - Statement Review

Bank: **Mtn School Bank, MAN**

Statement No: **12345678** | Statement Date: **12-31-23**

Calculated: **40,400.00**

From Statement: **0.00**

Opening Balance: **40,400.00**

Closing Balance: **0.00**

Running Balance: **0.00**

Reconciled Total: **0.00** | Count: **0**

Payments: **0.00** | Receipts: **0.00**

Current Ledger Bal: **44,877.40**

Unreconciled transactions

Posted	Reference	Description	Comment	Tr	Payment	Receipt	Reconcile
21/10/21	BAC1800030		Jr. No. 1787	AP	61.00		<input type="checkbox"/>
23/06/22	102841	Advance	Chq Num: 020271 Chq 102841 Jr. No. 1782	AP	800.00		<input type="checkbox"/>

Buttons: Save & Refresh, Show, Reconciled, Unreconciled, Both

Active Financial Year: 2020

Save & Refresh

Bank: **LLOYDS BANK ACCOUNT, BEL**

Statement No: **33**

Calculated: **323.00**

From Statement: **0.00**

Closing Balance: **0.00**

Running Balance: **0.00**

Reconciled Total: **0.00** | Count: **0**

Payments: **0.00** | Receipts: **0.00**

Current Ledger Bal: **-11,888.70**

Transactions

Posted	Reference	Description	Comment	Tr	Payment	Receipt	Reconcile
05/09/24	BAC1800138	Bank run 050924	Jr. No. 1782	AP	10,989.40		<input type="checkbox"/>
06/08/24	Corp card	Corporate card	Jr. No. 1555 Cash bank	SA	194.48		<input type="checkbox"/>
10/04/24	BAC1800138	Bank run 100424	Jr. No. 1782	AP	8,702.88		<input type="checkbox"/>
11/08/24	BAC1800149	Bank run 110824	Jr. No. 1782	AP	8,818.88		<input type="checkbox"/>
16/08/24	BAC1800141	Bank run 160824	Jr. No. 1788	AP	21,089.84		<input type="checkbox"/>
25/09/24	BAC1800142	Bank run 250924	Jr. No. 1773	AP	16,704.83		<input type="checkbox"/>
25/11/24	80000035	All Mellow	Jr. No. 1788	AP	1,275.00		<input type="checkbox"/>
25/11/24	80000037	All Mellow	Jr. No. 1788 Refund	AR	125.00		<input type="checkbox"/>
25/11/24	00002	Cancelled Pymt in Slip No 98002 test	Jr. No. 1902 Trans. No. 00002	AR	72.00		<input type="checkbox"/>
25/11/24	80000012	Receipt 96000012	Jr. No. 1987 Trans. No. 00009	AR	258.00		<input type="checkbox"/>
25/11/24	00001	Individual Salary Payment for Mr. DE - Staff: AGIT...	Jr. No. 1990	SI	25,000.00		<input type="checkbox"/>
25/11/24	000169	3D FlatPrint Ltd	Chq Num: 030002 Chq 000169 Jr. No. 1988	AP	6,000.00		<input type="checkbox"/>
25/11/24	000169	3D FlatPrint Ltd	Cancelled Chq 300169 Cheque Number 000169 for supplier 3D FlatPrint Ltd with status Cancelled Printed cancelled TEST Jr. No. 1987	AP	6,000.00		<input type="checkbox"/>
25/11/24	000169	3D FlatPrint Ltd	Chq Num: 030002 Chq 300169 TEST Jr. No. 1985	AP	98.73		<input type="checkbox"/>
25/11/24	BAC1800142	Cancelled SACS Num: 800142 Bank run 251124	Jr. No. 1788	AP	16,704.83		<input type="checkbox"/>

Bank Reconciliation

Modules > Finance > Routines > Bank Reconciliation

- If there is a difference between the From Statement Opening or Closing Balance with the Calculated Balances a confirmation pop-up will appear, allowing you to enter a comment explaining the difference.
- Click **Continue to Save** to proceed.

Confirmation ✕

	Opening Balance	Closing Balance
Calculated	222.00	222.00
From Statement*	0.00	1.00
Difference	-222.00	-221.00
Comment*		Incomplete Statement reconciliation. User B BromcomUser saved with Opening Balance

! Opening Balance on statement different to system calculated ! Closing Balance on statement different to expected

✕ Return to Statement Continue to Save

Online Payment Mappings - reminders

Modules > Finance > Routines > Online Payment Mappings

- Show only active products
- 3 sections now in drop-down: Products, Running Balance Clubs, Dinner
- Map payments for new financial year
 - Map multiple with same ledger/cost centre

Coventry Primary School Primary Interval: All Search Active Financial Year: 26/2

Reset All Map Process Payments Fee Mapping Close

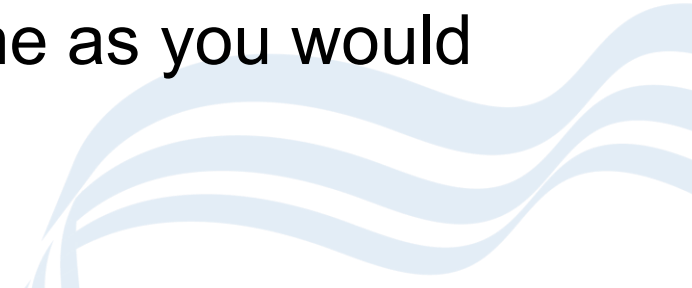
Online Payment Mappings Products Info: Fee Mapping Unmapped.

View/Edit Clear Map Show Only Active Product(s)

Drag here to set row groups Print

Item Name	Item Description	Item Type	Ledger	Cost Centre	Fund
<input type="checkbox"/> Apple	Apple	Product	OTHER HIGH NEED...	Inc:Sponsorship Do...	Delegated
<input type="checkbox"/> BANA	Banana	Product	OTHER HIGH NEED...	Inc:Sponsorship Do...	Delegated
<input type="checkbox"/> BLAZER	School Blazers	Product	OTHER HIGH NEED...	Inc:Sponsorship Do...	Delegated
<input type="checkbox"/> BR	Broom and Cat	Product	OTHER HIGH NEED...	Inc:Sponsorship Do...	Delegated

Online Payment Mapping – NEW Fee Mapping

- Setting up fee mapping simply replaces the manual process you have been following each time you process payments where you have had to add a line to the CB journal for the bank charges.
 - Once fee mapping has been set up, when you process payments the bank charges will be automatically added to the CB journal (removing the need for you to manually add this every time)
 - The fee mapping CC/LC should therefore be the same as you would previously have added manually
- 

NEW Schedule with Automatic Journal Posting

- It is now possible to set a schedule for online payment processing and to have the journal posted automatically

Modules > Finance > Routines > Online Payment Mappings

- Ensure your payment mappings and fee mappings are set up
- Click on Process Payments

Reset All Map **Process Payments** Fee Mapping Close

Online Payment Mappings Products Info: Fee Mapping Mapped.

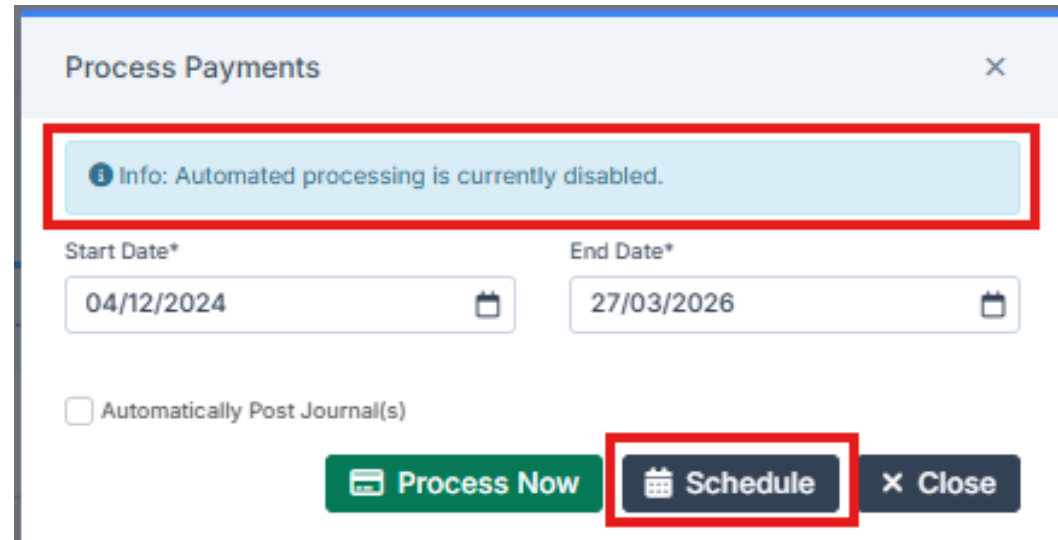
View/Edit Clear Map Show Only Active Product(s)

Drag here to set row groups Print

Item Name	Item Description	Item Type	Ledger	Cost Centre	Fund	VAT	Pay From
<input checked="" type="checkbox"/> ASDA	Laptop Xiami	Product	Accumulating Fund Contr...	16-19 Bursary fund	School Budg...	Exempt fro...	LLOYDS BANK ACCOUNT
<input type="checkbox"/> Laptop	Tech moniotr	Product					

NEW Schedule with Automatic Journal Posting

- If the pop up says "Automated processing is currently disabled" this means no schedule currently exists for the item. Click **Schedule** to set one up.



The screenshot shows a 'Process Payments' dialog box with a light blue header and a close button (X) in the top right corner. Below the header, a light blue information box with a red border contains the message: 'Info: Automated processing is currently disabled.' Below this, there are two date input fields: 'Start Date*' with the value '04/12/2024' and 'End Date*' with the value '27/03/2026'. Below the date fields, there is a checkbox labeled 'Automatically Post Journal(s)' which is currently unchecked. At the bottom of the dialog, there are three buttons: 'Process Now' (green), 'Schedule' (dark blue with a calendar icon and highlighted with a red border), and 'Close' (dark blue with an X icon).

NEW Schedule with Automatic Journal Posting

- The **Schedule Settings** pop up allows users to set a schedule for the processing of payments.
- **Schedule** - this cannot be changed from Weekly
- **Every** - choose one day
- **At** - choose which time the schedule will run on your chosen day
- **Schedule From** - choose the start date for initial payment up to the end of the financial year
- **Until** - it is optional to choose an end date up to the end of the financial year
- **Notification Email Address** - enter one or more valid addresses using a semicolon to separate them
- **Week Start Date** - select the starting date you want your weekly transactions to be pulled from
- **Automatically Post Journal(s)** - enabling this is optional. If not selected journals will remain unposted. If the box is ticked then this will become the default for future items unless it is unticked.

The screenshot shows a 'Schedule Settings' dialog box with the following fields and values:

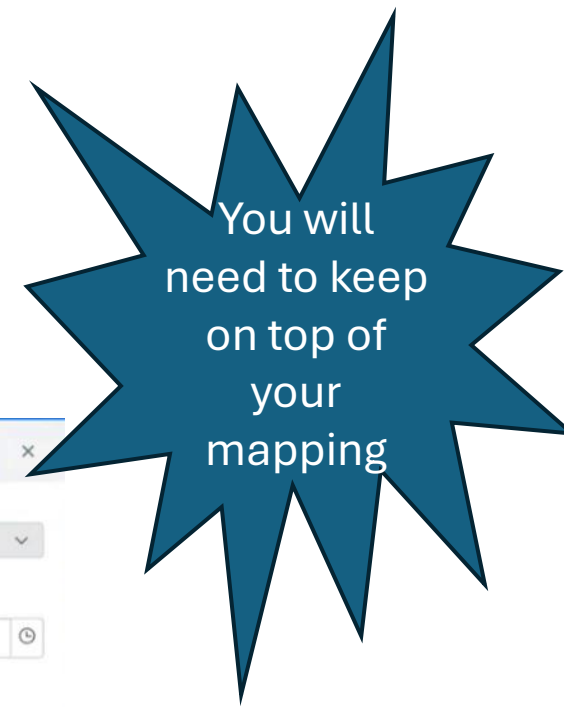
- Schedule***: Weekly
- Every***: Sunday
- At***: (empty)
- Schedule From***: 27/03/2026
- Until**: Select a Date...
- Notification Email Address***: (empty)
- Week Start Date***: 04/12/2024
- Automatically Post Journal(s)**:

Buttons: Save, Close

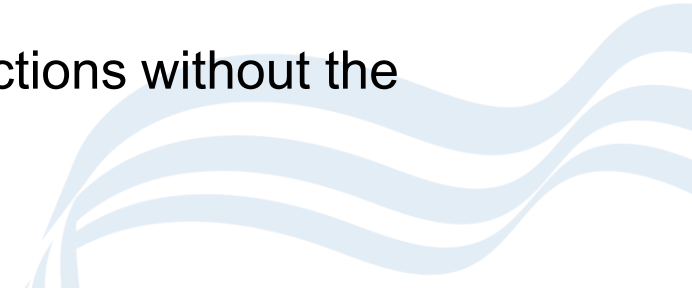
NEW Schedule with Automatic Journal Posting

- When all fields are correct click the Save button to return to the Process Payments pop up, which tells you that "Automated processing is currently enabled" from a start date to an end date.
- To remove a schedule, select the item and click Process Payment. From here click Schedule to bring up the settings. Then click **Delete Schedule**.
- A confirmation pop up will be displayed. Click **Continue** to proceed.

The image shows two overlapping pop-up windows from a software interface. The top window is titled 'Process Payments' and contains an information box stating 'Automated processing is currently enabled' with 'Last Run: N/A' and 'Next Run: 29 Mar 2026 02:00'. Below this are fields for 'Start Date*' (04/12/2024) and 'End Date*' (27/03/2026), both with calendar icons. There is a checkbox for 'Automatically Post Journal(s)'. At the bottom are three buttons: 'Process Now' (green), 'Schedule' (dark blue), and 'Close' (dark blue). The bottom window is titled 'Schedule Settings' and has a 'Schedule *' dropdown menu set to 'Weekly'. It includes fields for 'Every *' (Sunday), 'At*' (11:28), 'Schedule From *' (25/03/2026), and 'Until' (31/03/2026). There is a 'Notification Email Address *' field with a blue bar. At the bottom, there is a 'Week Start Date' field with a 'Select date' button and a checkbox for 'Automatically Post Journal(s)'. A red box highlights the 'Delete Schedule' button (with a trash icon) at the bottom left, and 'Save' and 'Close' buttons are at the bottom right.



Finance developments coming soon

- Workflow Manager
 - Ability to set up customisable purchase order approval workflows based on values, cost centres, and roles
 - Automatic bank reconciliation
 - Yasily integration for online banking to be able to download and reconcile bank statements directly with Bromcom
 - PunchOut integration
 - PunchOut is a technology that connects a buyer's eProcurement system with a supplier's eCommerce platform (for example, Bromcom and Amazon)
 - Allows buyers to access real-time product catalogues, pricing, and availability directly within their procurement system.
 - It streamlines the purchasing process, enabling seamless transactions without the need to leave their procurement platform.
- 

Behaviour Management

Hamzah Ali



How to Add Behaviour Event Entry

As Admin

- Student > Select Student> Select Action >Behaviour Event
- Student > Select Student > View > Student Details > Behaviour > Click on + icon on top right Events Panel

As Teacher (New Interface)

- Select Student from register > select behaviour > behaviour entry panel will appear for selected student
- Can also record group behaviour event within teacher's register

As Teacher (Old Interface)

- My Dashboard > Take Register > Select Student > Select Cog Icon > Record Behaviour Event
- [How to Record a Behaviour Event for a Student – Bromcom – Documentation Centre](#)

The screenshot shows the 'Behaviour Entry' form. On the left, there is a table with columns 'Name' and 'Recorded'. The first row shows 'Addison, Wesley' with a checked checkbox. Below the table, there are fields for 'Year Group: R', 'Tutor Group: RA', 'House: White', and 'Sex: M'. The main form area is divided into 'Basic Details' and 'More Details'. Under 'Basic Details', there are radio buttons for 'Positive', 'Neutral', and 'Negative', and a dropdown for 'Event Type'. A search box is present, and a list of event types is shown with their corresponding point values: (Silliness) -30, Being unkind to friends (Unkindness) -5, Bullying others (Bullying) -5, Good Effort (Effort) 3, and Good Homework (Homework) 5. Below this, there are text boxes for 'Internal Comments' and 'Comments'. At the bottom, there are dropdowns for 'Outcomes' and 'Points', and fields for 'Group' (RA), 'Location' (9 (9)), 'Date/Time *' (05/05/2026 11:03), and 'Owner *' (Biggs, Scott). At the very bottom, there are buttons for 'Close', 'Submit & Close', and 'Submit'.

Behaviour Dashboard

- The Behaviour Dashboard provides a quick and effective way to monitor and analyse behaviour data across your school in real time. It presents key behaviour information in clear, visual formats to support data-driven decision-making.
- Access to the Behaviour Dashboard requires the appropriate permissions, which are configured in the **Profile** Module under **Config > Setup > Roles & Permissions**.
- The dashboard is accessed from the **Home** page by selecting Behaviour from the **Overview (or My Dashboard)** drop-down menu.
- Highly customisable, the Behaviour Dashboard allows users to filter and view behaviour data by date range, year group, tutor group, location, event type, and student groups. Data is displayed across multiple panels, including headline figures, overall trends, timelines, location and group breakdowns, and ownership, making it easy to identify patterns, trends, and areas for intervention.
- [How To Use The Behaviour Dashboard – Bromcom – Documentation Centre](#)



Behaviour Pathways

The screenshot shows the Bromcom Primary School Behaviour Pathways interface. The main area displays a 'Good Behaviour' pathway with events like Effort, Groupwork, Helping, Homework, Listening, Sitting, Spellings, and Tidying, each with a point value. These events lead to certificate levels: BRZ (10 points, *2), SIL (20 points, *1), and GLD (40 points, *1). A right-hand panel shows a table of Actions with columns for Name and Description.

Name	Description
DHT	Call home for DHT
HTMeetin	Meeting with Head Teacher
PLATCERT	Platinum Certificate
Voucher	£10 gift Voucher

You can create a behaviour pathway for students at the school to work towards a tangible goal i.e a certificate. This pathway will include positive events and if a student accumulates enough points they can work towards the goal of achieving a different level certificate of bronze, silver or gold. You could set up an event referral mail schedule which would alert relevant staff member when a student has attained a certificate level. This is highly customisable based on the school's requirements


Safeguarding in Bromcom



Coventry City Council

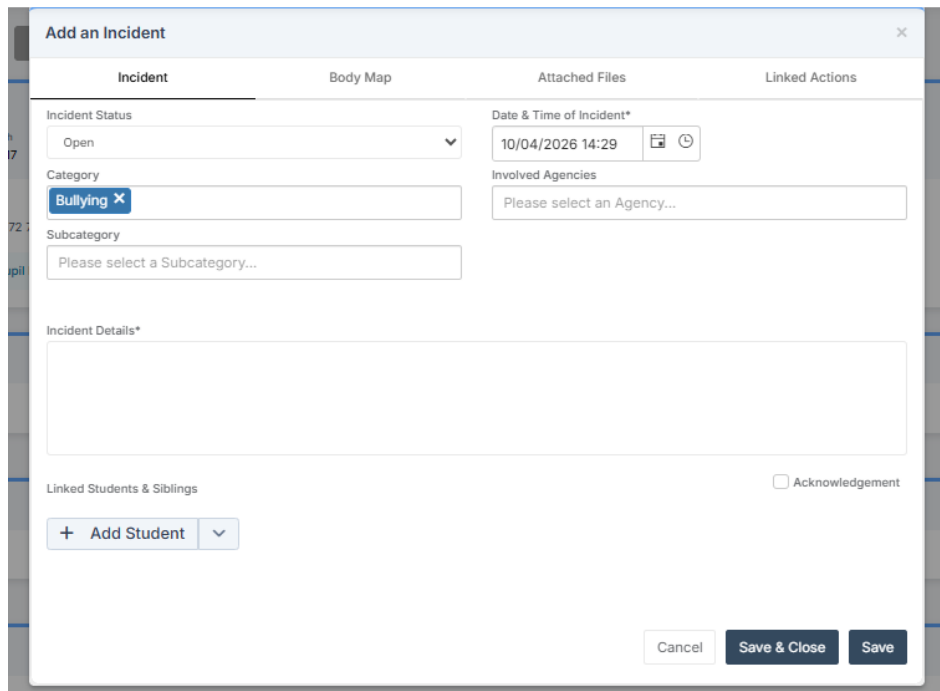
coventry.gov.uk

Benefits of Safeguarding in Bromcom

- Cloud based - information can be accessed and updated anywhere with an internet connection at any time.
 - Built with ISO 27001 Compliance
 - Improved GDPR Compliance
 - Reporting and Dashboards for analysis
- 

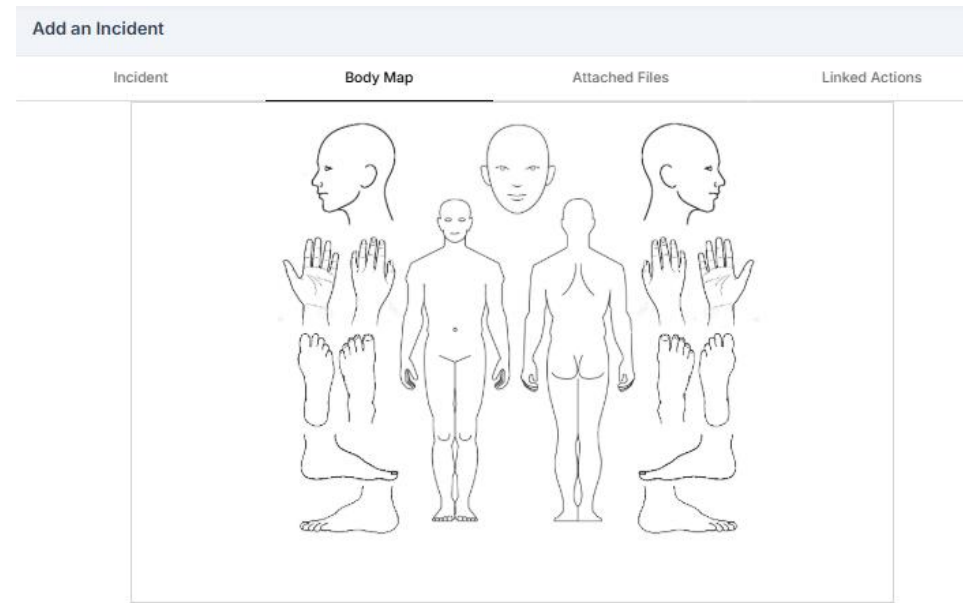
Logging an Incident

- Incidents can be logged through the Pupil Details or Student Actions.
- Detail can then be entered on the panels below. Other children and agencies can be added into the record.



The screenshot shows the 'Add an Incident' form with the 'Incident' tab selected. The form includes the following fields and controls:

- Incident Status:** A dropdown menu set to 'Open'.
- Date & Time of Incident*:** A date and time picker showing '10/04/2026 14:29'.
- Category:** A dropdown menu set to 'Bullying'.
- Subcategory:** A text input field with the placeholder 'Please select a Subcategory...'.
- Involved Agencies:** A text input field with the placeholder 'Please select an Agency...'.
- Incident Details*:** A large text area for entering details.
- Linked Students & Siblings:** A section with a '+ Add Student' button and a dropdown arrow.
- Acknowledgement:** A checkbox that is currently unchecked.
- Buttons:** 'Cancel', 'Save & Close', and 'Save' buttons at the bottom.



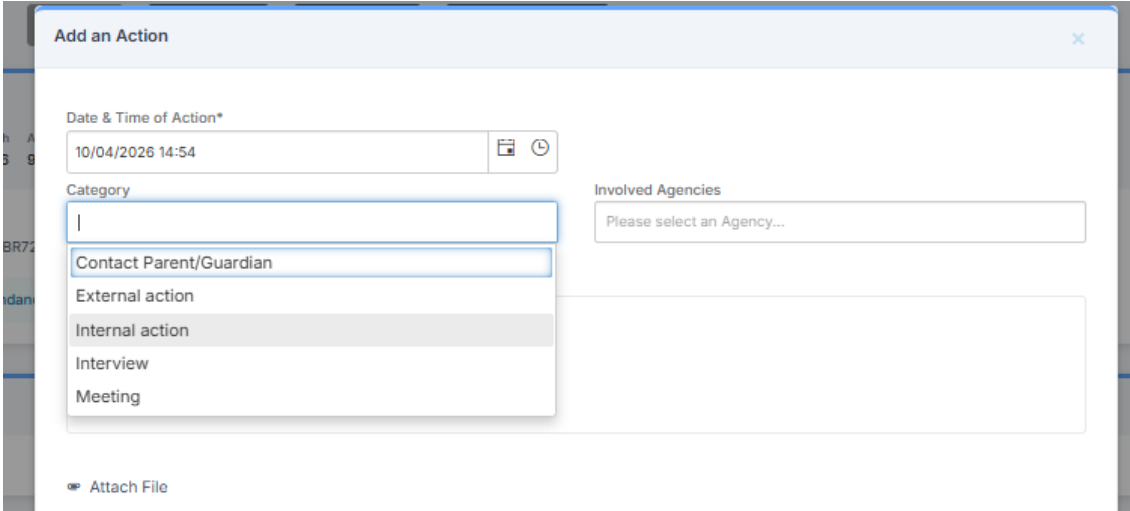
The screenshot shows the 'Add an Incident' form with the 'Body Map' tab selected. The main content area displays a body map diagram consisting of four human figures:

- Two side-profile views of a human head and neck.
- Two front-view outlines of a human torso and legs.

The diagram is used for recording the location of an incident on the body.

Logging an Incident 2

- Any documents such as written reports or photo/videos can then be added in the Attached Files tab.
- Finally, Actions can be added for the Incident, which can also include Agencies and it's own area for attachments,

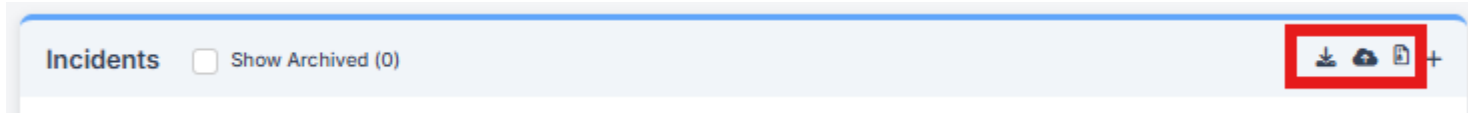


The screenshot shows a modal window titled "Add an Action" with a close button in the top right corner. The form contains the following fields and options:

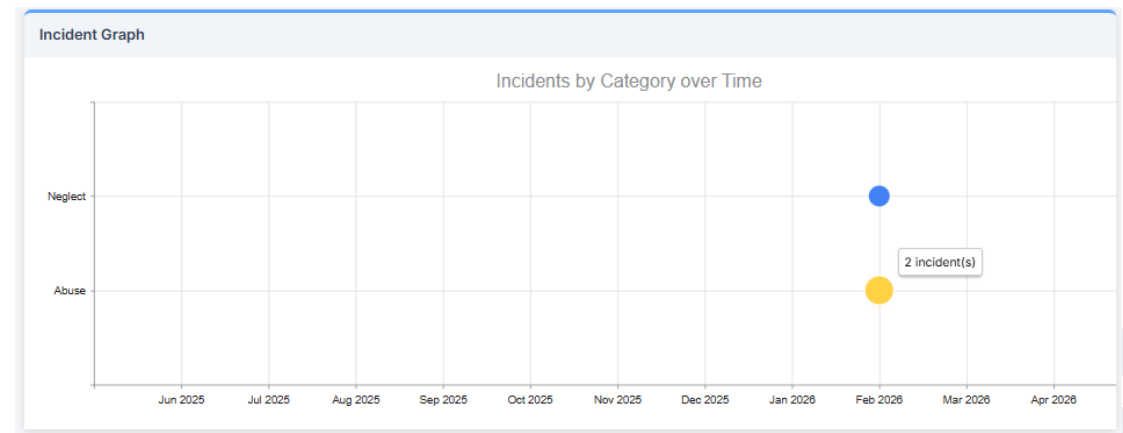
- Date & Time of Action*:** A text input field containing "10/04/2026 14:54" with a calendar icon and a clock icon to its right.
- Category:** A dropdown menu with a search bar containing a vertical bar "|". The menu is open, showing the following options: "Contact Parent/Guardian", "External action", "Internal action" (highlighted), "Interview", and "Meeting".
- Involved Agencies:** A text input field containing the placeholder text "Please select an Agency...".
- Attach File:** A button with a plus icon and the text "Attach File" located at the bottom left of the form.

Safeguarding in Student Details

- Within the Student Record > Safeguarding > Incidents



- Incidents can be downloaded as a chronological PDF using the Download option or exported into a ZIP folder containing the report and importable XML files for each incident.
- An incident graph also appears on this screen, showing details of incidents linked to the child.



Safeguarding Alerts

Alerts can be set to go to different people via different methods.

These can be edited in: Config > Administration > Maintenance > Safeguarding Alert Configuration

The screenshot shows the 'Safeguarding Alert Configuration' page in a web application. The page is for 'Bromcom Primary School' and is for the 'Primary' level. The 'Interval' is set to 'Finance 2020'. A 'Save' button is visible at the top right of the configuration area.

The configuration is divided into several sections:

- Safeguarding Alerts:** A checkbox for 'Enable Safeguarding Alerts' is checked.
- Alert Types:** Three checkboxes are checked: 'SMS', 'E-Mail', and 'System Message'.
- Refer to Role(s):** A dropdown menu is set to 'Select a role'.
- Refer to Member of Staff:** A button labeled 'Add Staff' is present. Below it, a list titled 'Selected Members of Staff (2)' shows two staff members: 'DB Doug Bradley' and 'Roger Lewis', each with a close button (x).

At the bottom of the page, a note states: 'In addition to the selected users, Safeguarding practitioners will also get alerts.'

The left sidebar contains a navigation menu with categories: Administration, ADMISSIONS, COMMUNITY, and MAINTENANCE. The 'Safeguarding Alert Configuration' option is highlighted under the MAINTENANCE category.

Configuring

- Safeguarding Agencies can be added, as well as additional categories.
- These can all be added and edited through Config > Administration > Maintenance > Lookup Tables



Safeguarding Dashboards

- The Settings menu in the top right allows filtering on date ranges, incident types, Year Groups and Reporting Groups
- The dashboards allow a quick and easy visual breakdown of Safeguarding incidents based on different fields.
- Clicking into any of these adds a list of incidents in the charts
- Clicking the magnifying glass can take you directly to the case.



User Defined Panels (UDPs)

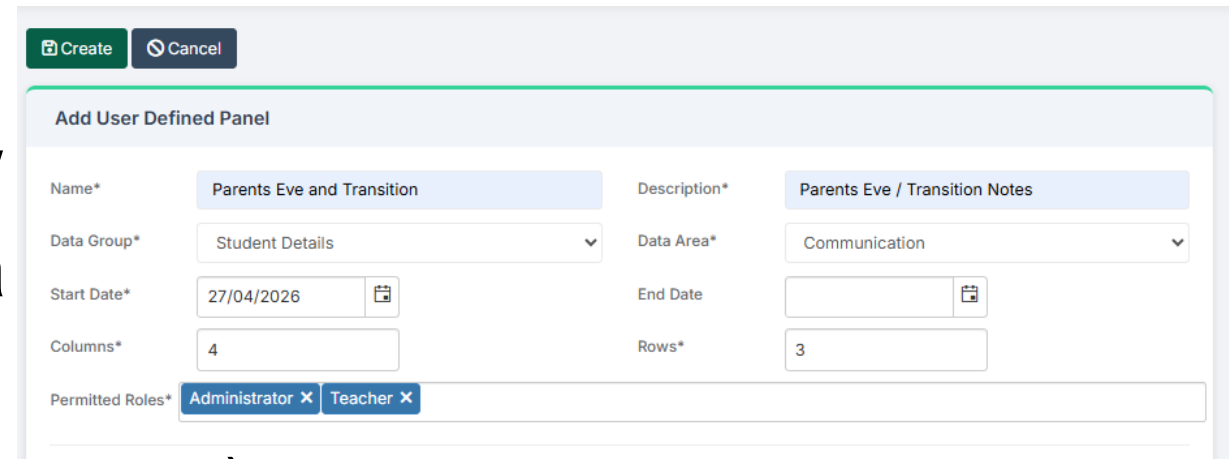
Lucy Smedmore



Creating a UDP

Config > Administration > User Defined Panels

- List of current UDPs
- Option to create a new one +New
- Select Data Group and Data Area
- Start date
- Fields to display in panel (orange corner)
- Mandatory check box
- Click create



The screenshot shows the 'Add User Defined Panel' form. At the top, there are 'Create' and 'Cancel' buttons. The form fields are as follows:

Field	Value
Name*	Parents Eve and Transition
Description*	Parents Eve / Transition Notes
Data Group*	Student Details
Data Area*	Communication
Start Date*	27/04/2026
End Date	
Columns*	4
Rows*	3
Permitted Roles*	Administrator x Teacher x

Using a UDP: Example Parent Evening / Transition Notes

- Background
- Where to access
- Reporting

The screenshot shows a user interface for a school management system. The top navigation bar includes the school name 'Bromcom Primary School' and a 'Primary' dropdown. A search bar is located in the top right. The left sidebar contains a menu with items like 'Student Details', 'Profile', 'Enrolment', 'Health Background', 'Special Educational Needs', 'Communication', 'Assessment', 'Attendance', 'Behaviour', 'Clubs & Trips', 'Safeguarding', and 'Documents'. The 'Communication' item is highlighted with a red box. The main content area displays the profile of 'Sarah Adam' with personal details and a list of communication logs. Below the logs is an 'Info' section with a table that is currently empty. At the bottom, there is a 'Parents Eve Transition Notes' section, also highlighted with a red box, which contains a table with one entry.

Student Details

Profile

Enrolment

Health Background

Special Educational Needs

Communication

Assessment

Attendance

Behaviour

Clubs & Trips

Safeguarding

Documents

Sarah Adam

Sex: Female, Preferred Pronouns: N/A, Date of Birth: 11/11/2008, Age: 17y 5m, Year Group: 06, House: Green, Admission No.: 08291, UPN: J83099911903A

07817637223

166, Masons Hill, Bromley, Kent, BR72 7RB

LAC, Green House, EAL, Less than 90% Attendance, Autumn Born

Communication Logs

Search Communication logs

Show: Inbound

Date	Contact	Relationship	Reason	Contacted By	Outcome	Notes	Direction
No data available in table							

Info

Grid actions: Copy, Excel, CSV, PDF, Print

date test	note	tf
No data available in table		

Parents Eve Transition Notes

Grid actions: Copy, Excel, CSV, PDF, Print

Note Date	Note Type	Notes from Parents	Actions	Actions Complete
13/04/2026	Parents Evening notes	Doesn't enjoy PE, finds it too competitive	Speak to PE teacher	Yes

Example 2: First Aid / Administration of medicine

Would anyone like to share any examples of UDPs they have in school?

The screenshot displays a web-based interface for student health records. On the left is a dark green sidebar with a 'Student Details' menu containing options like Profile, Enrolment, Health Background (highlighted), Special Educational Needs, Communication, Assessment, Attendance, Behaviour, Clubs & Trips, Safeguarding, and Documents. The main content area is divided into three sections:

- User Defined Fields:** Shows a 'Medical No' field with a dash and a 'Nut Allergy' tag.
- Medication Administration:** Features a table with columns for Start Date, End Date, Medication, Instructions, and Consent. A single entry is shown for antibiotics on 20/04/2026.
- Accident and Illness report:** Features a table with columns for Date, Time, Location and Details, Action Taken, and Treatment given. An entry is shown for an accident on 20/04/2026 in the lower playground.

Start Date	End Date	Medication	Instructions	Consent
20/04/2026	27/04/2026	Antibiotics Brans	5ml half an hour before food	No

Date	Time	Location and Details	Action Taken	Treatment given
20/04/2026	12:00	Lower playground	Collected from school	Cold compress

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.



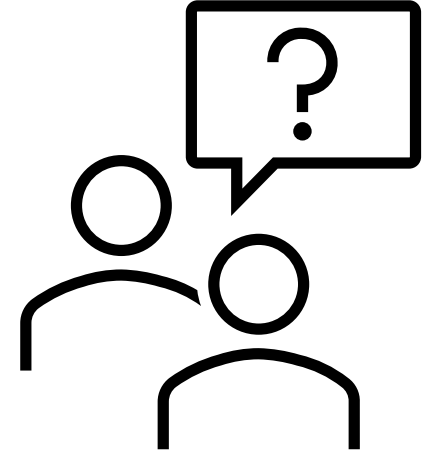
Coming Soon

- Thursday 14 May 2026 - [School Census Summer 2026 \(webinar\)](#)
 - Thursday 4 June 2026 - [End of Key Stage Assessment statutory return \(webinar\)](#)
 - Thursday 11 June 2026 - [Academic Year End and Setup \(webinar\)](#)
 - Tuesday 23 June 2026 - Academic Year End workshop (in-person - location TBC)
 - Monday 29 June 2026 - Academic Year End workshop (in-person - location TBC)
 - Wednesday 30 September 2026 - Bromcom Coffee Morning (in-person event at Friargate)
- 

Suggestions for next time

- Teacher App
- Planning for Business Continuity





Your Questions



Your feedback

Please use this link to complete our short feedback form



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](tel:02476786620)

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