Bromcom Reporting Home to Parents

Webinar

June 2024

Data Protection Disclaimer

Screenshots used in this presentation have been taken from a **test / training system**, which contains details of **fake people**.

Any similarity to those living or dead is purely coincidental.

Faketown Primary School

- We are using Faketown Primary School as an example today.

- *They have had a new logo generated by AI & they want to show it off on their reports home to parents.*

- Faketown's headteacer wants to generate reports home to parents using Bromcom.

Session Objectives

- Today's session is an overview of what is possible.

- By the end of this session, you should:

  - Understand the two main methods available for sharing reports home to parents
  - Understand what should be included in a report home to parents
  - The process to create an individual report templates
  - How to capture data for the reports from staff
  - Understand how to send reports home to parents
  - See how parents will access their reports in MCAS

  There will be plenty of time to ask questions, please feel free to ask as we go along.

We will not be covering

- This session is more of a demo of the 'art of the possible' – whilst it might give you enough to get started it's not official training.

- The creation of report templates, though we will see how they can look.

- The creation of assessment components for creating reports but you will see how they are used.

- The creation or setup of comment banks, but you will see how they are used.

DfE Guidance

What does the DfE say

- By the end of the summer term, headteachers must send parents a written report on their child's progress for the academic year unless that pupil will receive a leavers report.

- You can split the report across the academic year, e.g. to report on each term separately.

- Where a pupil is no longer of compulsory school age and has left or is due to leave schools must send a leavers report to the pupil (rather than the parent) by 30 September following the end of the academic year in which the pupil left.

- The DfE website has more detail [School reports on pupil performance: guide for headteachers - GOV.UK (www.gov.uk)](#)

Information that must be reported in annual reports

Information	All Years	Years 1 to 6	Years 10 and 11
General progress	✓	✓	✓
Brief particulars of achievements, highlighting strengths and developmental needs	✓	✓	✓
How to arrange a discussion about the report with a teacher at the school	✓	✓	✓
Attendance record	✓	✓	✓
The results of any national curriculum assessments taken by the pupil		✓	
The grade achieved in subjects for which the pupil was entered for GCSE			✓
Any other qualification, or unit towards a qualification, and the grade achieved			✓

Options

There are two main ways

1

Upload reports you have already created.

2

Collect data and generate reports in Bromcom

Which one should you choose?

	Pre created reports	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 use the methods in this presentation to share other documents with parents.

- You may chose to use it for
  - letters home to parents.
  - Attendance letters, certificates and reports.
  - Behaviour reports

Don't forget
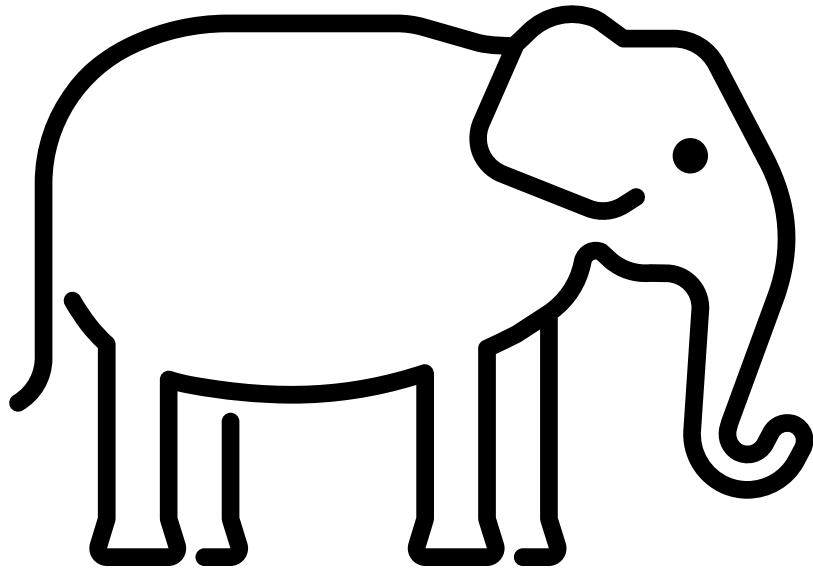
- Reports are available to **all contacts** who have access to a particular pupil.

- 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.

Planning

Before you start

- Before you start it is essential that you plan.

- Will you generate reports in Bromcom or upload existing files?

- If using Bromcom to generate reports:
  - What data will be collected and provided for each year group?
    - What data is common amongst each year group, what is different?
    - What restrictions are there on the data? – e.g. do you use a specific set of grades
    - Do you already hold the data (either in Bromcom or another system)
  - What teacher comments or SLT/Headteacher comments do you require?
    - Will each child have the same Headteacher comment?
    - Do you want to use comment banks, do you already have comments banks setup?
  - Do you have different templates for each year group or key stage? Can you simplify them?

Planning to generate reports in Brocmom

Make yourself a table similar to the below to plan what is needed.

Data Item	Applicable Year Groups	Possible data items	Notes
Reading Achievement	R, 1, 2, 3, 4, 5, 6	Below Expectation At Expectation Expected Outstanding	
Teacher Comment	R, 1, 2, 3, 4, 5, 6	Free text or comment banks	Limit to 600 characters

Comment Banks

- Bromcom supports comment banks.

- A comment bank is pre-created sentence or paragraph which is commonly used, these can be customised at run time with the student's name or other details.

- For example, you may want to include the following text on many reports, but don't want to type it multiple times.
    - <childname> loves reading, <he/she> is an enthusiastic reader and it's clear that <childname> practices <his/her> reading at home, keep up the good work.
    - When the report is generated, Bromcom will replace the placeholders with the appropriate text *Joe is loves reading, he is an enthusiastic reader and it's clear that Joe practices his reading at home, keep up the good work.*

- Comment bank setup is not covered in this session, but you can find documentation here https://docs.bromcom.com/knowledge-base/how-to-manage-comment-banks-2/

Get your word templates ready

- Create an individual template for each different report you want to generate. For example if you want different looking reports for Nursery, Reception, Year 1, Years 2 – 5 and Year 6 you will need 5 different templates.

- Make sure those templates do not contain any student information (even any fake/made up data), but they have the pages and placeholders for the items you need.

- Fixed text, headings, logos and other general/generic images/text can be placed in the report where you require.

Report Template

Page 1

Faketown Primary School

End of Year Report

2023-2024

For : <<name>> <<tg>>

Class Teacher: <<teacher>>

Headteacher: Mr S Skinner

Page 2

Dear Parents / Carers,

As we approach the end of the academic year, I am pleased to share with you your child's annual report for 2023-24. This gives an overview of <<firstname>>'s achievements this year, as well as some indications for their progress in the year ahead. I hope that you find its contents informative, and that you enjoy the opportunity to celebrate the progress made.

If you have any questions about the report, please do not hesitate to contact school and make an appointment with <<firstname>>'s class teacher.

Head's Name
Headteacher

Attendance

Regular attendance at school plays a crucial role in a student's future development. Attending school consistently ensures continuous instruction, social and emotional growth, and the establishment of positive habits. It provides access to resources beyond textbooks and prepares students for adulthood by instilling qualities like punctuality and commitment.

Concern
- Below 90% attendance or Frequently late

Improvement Needed
- Below 95% attendance or occasionally late for school

Good
- 96% or higher
- Very rarely late for school

Exceptional
- 99% or higher
- Always in school on time

Percentage attendance		Authorised Absences	
Possible Sessions		Unauthorised Absences	
Number of lates		Number of minutes late	

Page 3

Subject Attainment

Core Subjects

	Attainment	Effort
Speaking and listening		
Reading		
Writing		
Mathematics		
Science		

Foundation Subjects

	Attainment	Effort
Art		
Computing		
Design & Technology		
Geography		
History		
Music		
Physical Education		
Religious Education		
Spanish		

Pupils' attainment is compared to the expectations for their year group. Attainment is graded in the following bands:

Greater Depth: Pupils working beyond the standard expected for their year group, showing greater depth of understanding.

Expected: Pupils who are working at the standard expected for their year group.

Working Towards: Pupils working at the appropriate age curriculum, but who have not yet secured all the expected learning for their year group.

Below: Pupils who are not yet working on the objectives linked to their year group.

Page 4

Targets for the year ahead

Class Teacher's Comment

<<teachercomment>>
<<teachername>>
Class Teacher, July 2024

Headteacher's comment

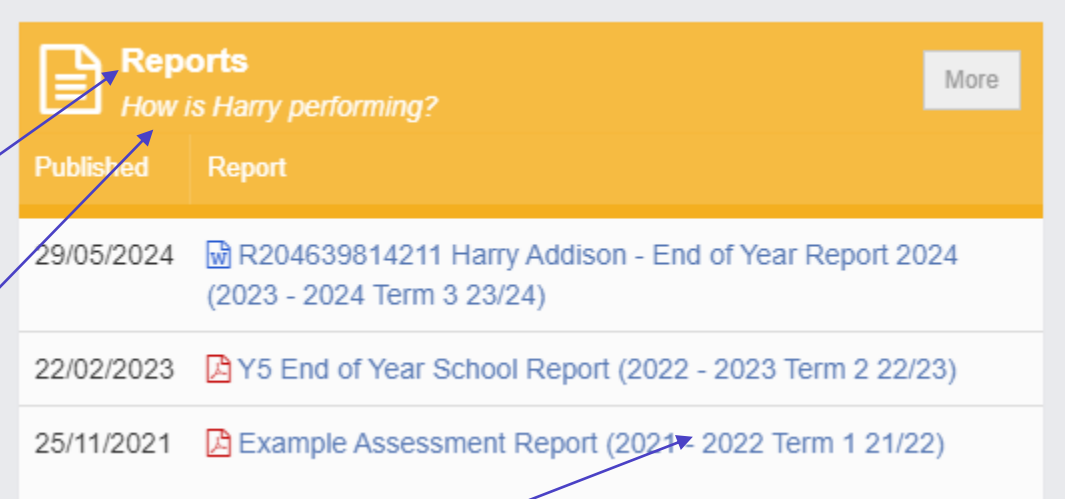<<teachercomment>>

Configuration

Enabling the reports panel

- Before you can publish reports to MCAS you may need to enable the Reporting part of MCAS

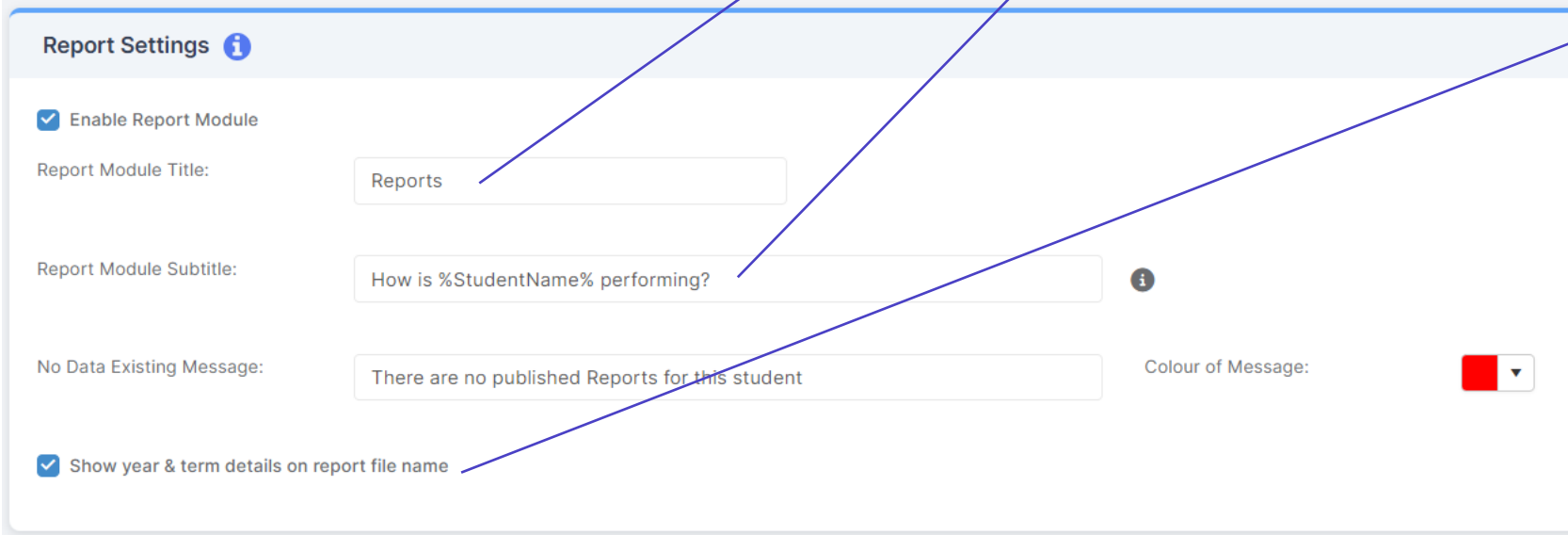- Go to **Config > MyChildAtSchool > Configuration > Reports**

Report Settings

The different report settings relate to how the data is displayed on MCAS.

Reports
How is Harry performing?

More

Published	Report
29/05/2024	R204639814211 Harry Addison - End of Year Report 2024 (2023 - 2024 Term 3 23/24)
22/02/2023	Y5 End of Year School Report (2022 - 2023 Term 2 22/23)
25/11/2021	Example Assessment Report (2021 - 2022 Term 1 21/22)

Report Settings ℹ

☑ Enable Report Module

Report Module Title:
> Reports

Report Module Subtitle:
> How is %StudentName% performing? ℹ

No Data Existing Message:
> There are no published Reports for this student

Colour of Message: 🔴 ▾

☑ Show year & term details on report file name

You can personalise the message to the selected student by using **%SudentName%** to indicate a student name or you can put something generic in.

Keep in mind this panel can also show letters home to parents, attendance reports etc so you might want to keep it fairly generic.

Colour of message relates to the colour that the message will be displayed if there are no reports.

Pre-Existing reports

Bromcom ACCREDITED SUPPORT

Coventry City Council

DIGITAL SERVICES FOR SCHOOLS AND ACADEMIES

Pre-Requisites

1. Documents must be stored in a location that the **MIS can browse** to – e.g. a local drive. If using SharePoint or OneDrive you will need to **synchronise** the files to a local drive first.

2. Documents must be the correct **type** and **size**

3. The document name must contain either the **Student UPN** or **Admission number**.

Data Protection Warning
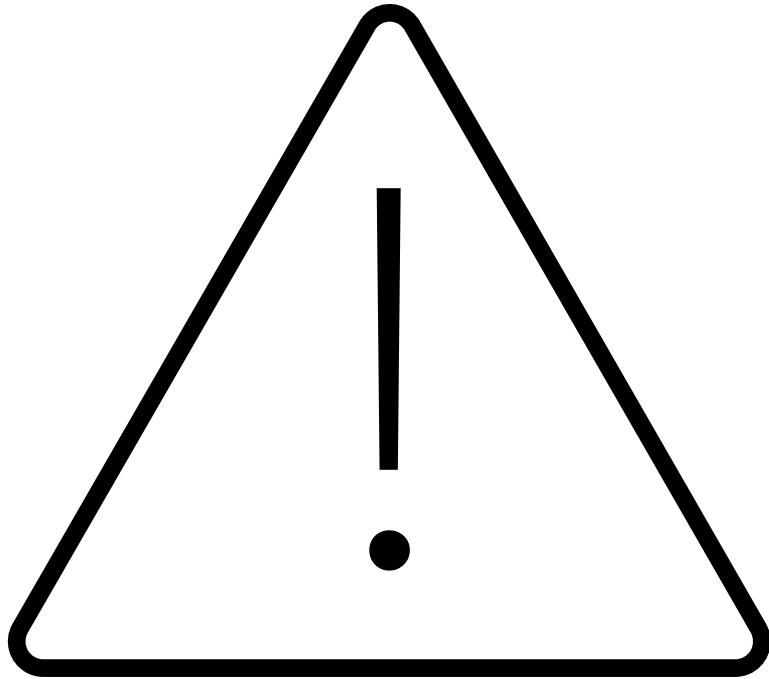
- Files will be matched on the **UPN** or **admission number** in the file name to a pupil in Bromcom.

- **If** a file contains **an incorrect number**, then it might be matched to the wrong child, which could lead to **a data breach.**

- **Double check** your file names before you start.

Document Types and Sizes

1. The supported file types are:
   - **.pdf, .doc, .docx, .xls, .xlsx, .xml & .msg**

2. The maximum file size for importing to the DMS is **5MB** (per file).

Note: Schools **do not** have unlimited storage on the DMS, so uploading excessive files may cost more money. Schools are encouraged to regularly undertake housekeeping on their MIS including the DMS to ensure compliance with GDPR and to keep unnecessary costs down.

Uploading Files

1. Log into **Bromcom** using an account that has the appropriate permissions.

2. Using the **My Account** icon (top right) click it and go to **My Documents**

3. Next click **Import**
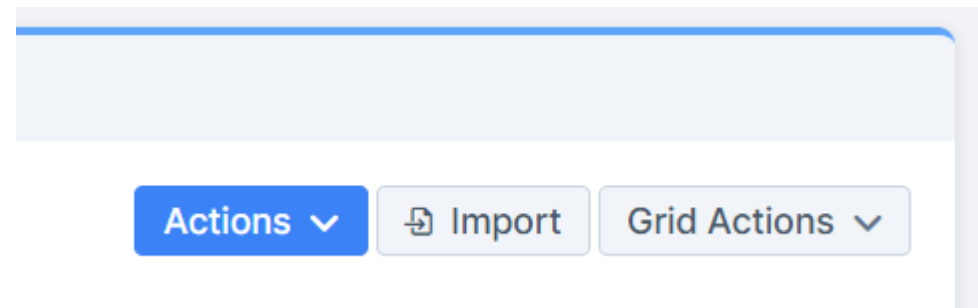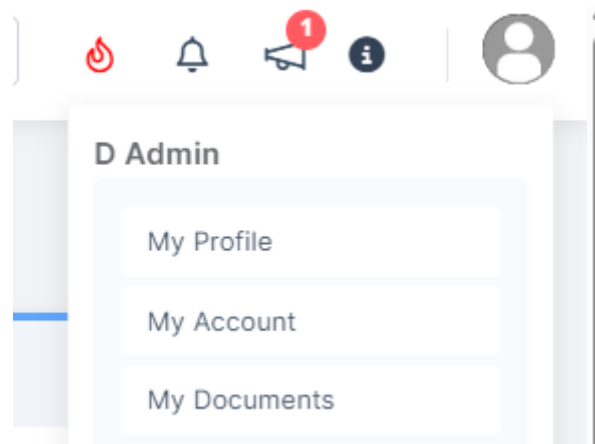
Import Options

- **Step 1** – Select the matching criteria for the documents, select what the file name contains, either UPN or Admission number

- **Step 2** – Select where in the filename the matching criteria appears, either at the start, end or somewhere in the middle (contains).

- **Step 3** – Locate the files on your device and select them.

- Click the blue upload files button and wait for them to be uploaded.

- Choose if you want to publish the files to MCAS or (if applicable) the Student portal.

- Click Next, files will be published immediately if you have selected the option.

Check and Confirm

- The system will match the files with students in the database. You MUST review this list. **DO NOT PROCEED** IF FILES HAVE BEEN MATCHED INCORRECTLY.

- Once you have checked and you are happy, click **Import**

Data Collection

- A big benefit of using Bromcom to generate your reports, is that much of the data already exists within your Bromcom system for example teacher name, student details, attendance information etc.

- Keep in mind when you generate the reports, data will be used according to what exists within the system, so make sure your attendance (if using as part of your report), student details etc are all already up to date.

- For more specific information the assessment engine is used to capture the information, we don't cover setup of that today, but we will shortly see how you enter data through it.

The process

Check data is up to date → Ensure comment banks are setup → Enter required data → Run a test report generation → Confirm reports are correct → Run final report generation and upload to DMS → Notify parents that reports are available

Data Entry

- We are not covering setup of the marksheets today, but for this step you should assume that A set of data entry marksheets have been provided to you.

- You can access these through **Modules > Assessment > Assessment Sheets List**

- Locate and open the specific sheet for the report you are completing.

- Typically there will be a marksheet per year or tutor group.

Using a Marksheet

Clicking the arrows allow you to change the direction that the 'next' button takes you to when editing data.

Click in a cell to edit.

| 💾 Save | Save & Close | ⚙ Options | ⬇ Import | ⬆ Export | ↺ | 🖨 | ↓ | → | Class/Group: 01 Marksheet: EOY Reports Teacher: |

Student Name ↓≡	User Defined Flags	EOY Attainment Maths – End of Year	EOY Attainment Reading – End of Year	EOY Attainment Science – End of Year	EOY Attainment Speaking and Listeni	EOY Attainment Writing – End of Year	EOY Effort Maths – End of Year – 01 –	EOY Effort Reading – End of Year – 01 –	EOY Effort Science – End of Year – 01 –	EOY Effort Speaking and Listening –	EOY Effort Writing – End of Year – 01 –	EOY Headteacher Co
HAYRE, Teddy	🚩🚩🚩	GD	EX	EX	EX	EX	WT	WT	GD	WT	EX	Teddy is always help, his v

Colum headings show the data point you are editing.

Some columns only allow specific data items.

Free text comments can be added, and these fields can also use comment banks if setup.

Free text and comment bank entry

- Type or edit the comment in the large text box.
- Click the chevrons to open or collapse the comment bank panel.
- Use the Previous / Next options to move between different students.

See permitted grades

- Right click a cell which requires a grade and select **View and Select Grades** to see a list of the permitted grades for that cell.

Generating reports (1)

- Before you can run the reports, you will need to have a **Quick Report** setup to extract and generate the data. We don't cover the setup of that on this session.

- Go to **Reports > Quick Reports**

- Locate the appropriate report definition in the menu

- Click it and click **Run**

- Bromcom will generate a large report with many columns, you should review the data for any missing or clearly incorrect data.

- Next click **Web Merge**

Generating reports (2)

Trial Run (not distributed to parents)

- Click Next until you get to the Output tab

- Choose the file option you want.

- Then click **Save and Process** the system will generate a file, click OK and then the file will be downloaded. At this stage you will have one file with all the reports in it. This is for checking. Please check the file for items such as missing data, incorrect layout, other visual problems.

Generating reports (4)

Ready to send to parents
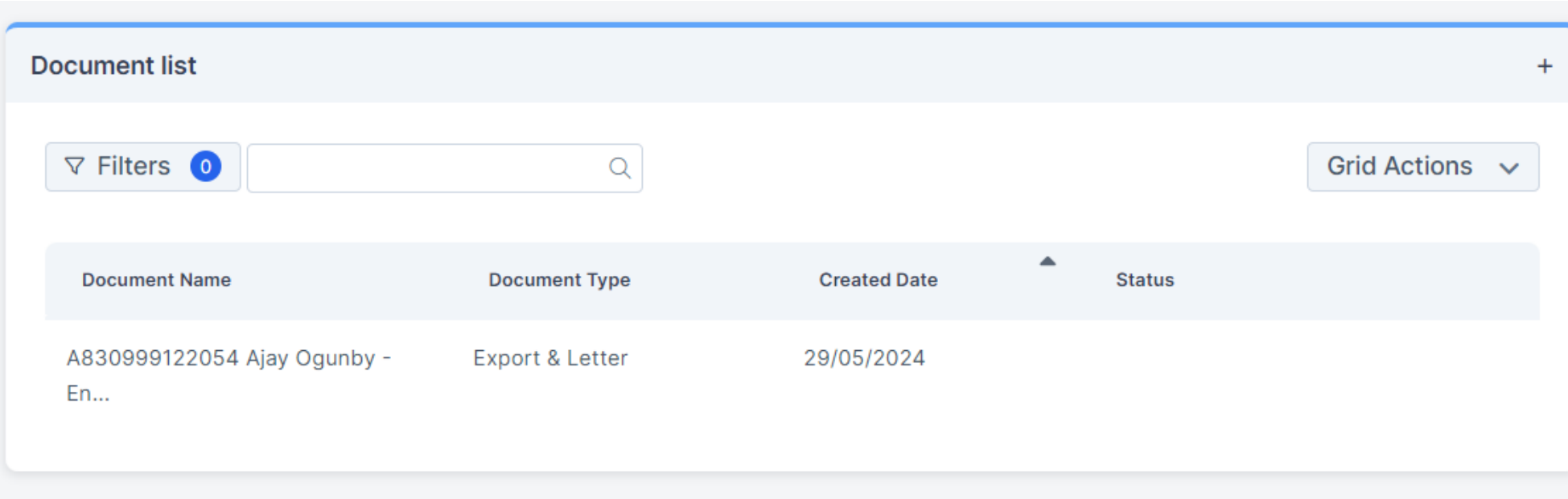
- Click Next until you get to the Output tab

- Choose the file type option you want (PDF or Word).

- Click **Copy to DMS** and **Multiple Document & Publish to Parents (via MCAS)** or you can publish to parents later see later slides.

- Then click **Save and Process** the system will generate a file, click OK and then the file will be downloaded.

- If you have published to parents now the files will be available immediately in MCAS.

Locating Reports

Locating files on Student Profile

1. Open a student profile

2. Click **Documents** on the left-hand side

3. Locate the document in the **Documents List**

Document list	+
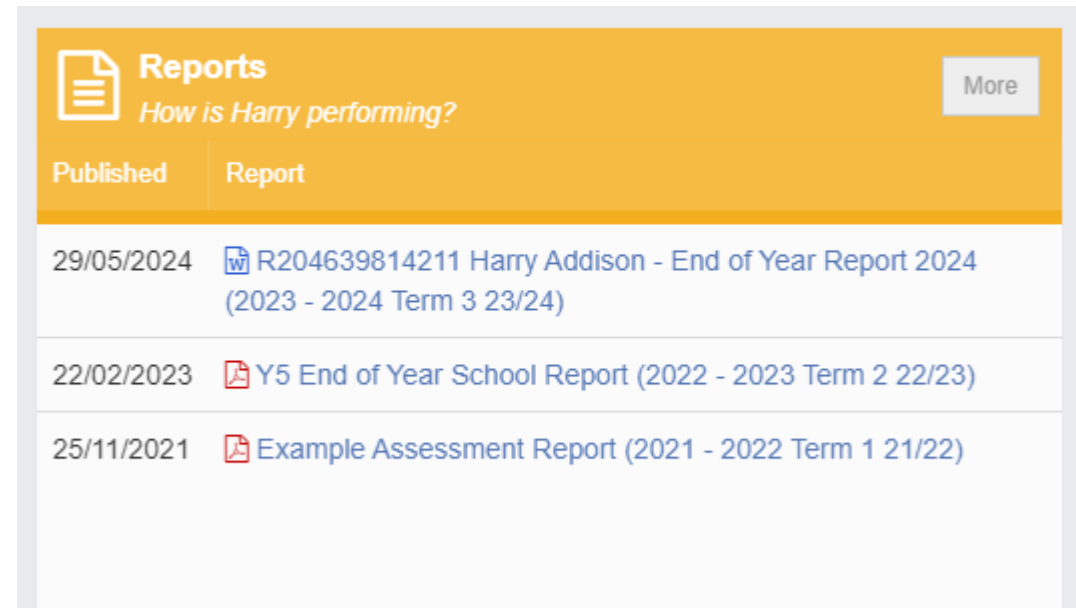
▽ Filters **0** [🔍]   Grid Actions ⌄

Document Name	Document Type	Created Date ▲	Status
A830999122054 Ajay Ogunby - En...	Export & Letter	29/05/2024	

Locating reports on MCAS

1. Open a pupil's MCAS by using the 'green jelly baby' on the Student profile.

2. Locate the **Reports Panel** or click the **Reports** menu on the left of the screen.

If you can't see the **Reports** panel you might need to enable it.

Publishing (or unpublishing) Files (1)

- You may not want to publish all your files at the same time, or you may want to unpublish some files.

- Go to **Modules > MyChildAtSchool > Published Documents**

- The page works on a simple basis, if the Document is ticked it is Published, if the Document is not ticked then it is not Published.

- You can filter the list by choosing from the drop down.

All Documents

All Documents
Published Documents
Not Published Documents
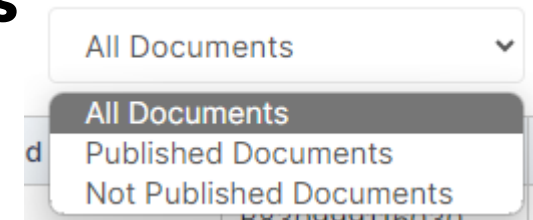
Publishing (or unpublishing) Files (2)

Use the date selector to filter the list by file created dates.

The drop down allows you to easily filter by published/unpublished files.

Accessible from allows you to hide a file until a certain date

The tick means the file is published.

Publishing (or unpublishing) Files (3)

- To Publish a file, click the tick next to the file, then click **Update**

- To Unpublish a file, untick it and click **Update**

Publishing (or unpublishing) Files (4)

- If the Send Push Notifications option is ticked, a Push **Notification** will be **sent** only **once a Document has been Published.**

- Or a Push Notification will be sent at **9.00 AM** on the selected **Date** if the **Document is scheduled to be Published** for a date in the future.
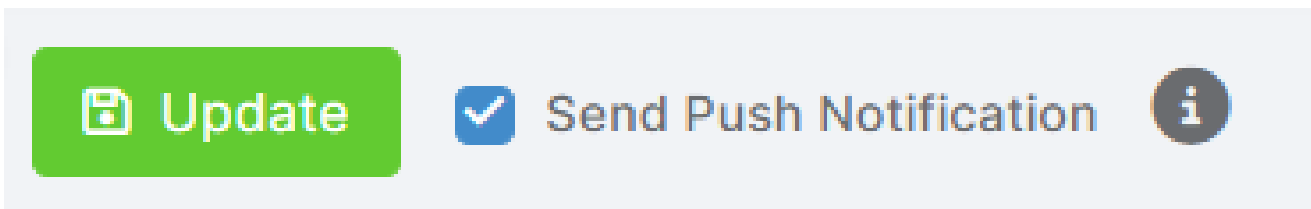
Managing the DMS (1)

- Its good practice to manage the DMS from time to time, this includes:-
    - Deleting files which should no longer be stored. – e.g. no longer required or a GDPR requirement to delete.
    - Ensuring that the correct files are in place. Checking for any missing items.
    - Reduction in costs as schools are charged for the data they store.

Managing the DMS (2)

- Go to **My Profile** > **My Documents**

Managing the DMS (3)

It is important to understand the difference between **My Reports** and **My Documents.**

- **My Reports** – these are copies of reports that can be viewed again without having to re-run the report, for example, WebMerge Reports or Scheduled Reports. From here you can safely delete without it affecting the associated document that is already sitting on your DMS.

- **My Documents** – these are the physical documents (i.e. PDF/Documents) which are created as part of the WebMerge process and are what sits against the student record and what parents download from MyChildAtSchool. The removal of the associated report in the My Reports area will have no effect on these documents.

Managing the DMS (4)

- Primary Schools have by default **3GB** of storage.

- Additional storage can be purchased for a fee, please email **schoolsict@coventry.gov.uk** if you want to buy more storage.

- The amount of used storage is at the top of the My Documents screen.

- Use the filters on the My Documents area to filter the documents.

- Use the **Actions** > **Delete** to delete documents you no longer want to store.

- More information can be found here **https://docs.bromcom.com/knowledge-base/managing-the-dms/**

- WARNING – Deleted documents cannot be retrieved.

And Finally

Next Steps

- If you are confident in setting this up yourself, please go ahead.

- If you would like to book a session with us to go through it with you, please get in touch.

- We are happy to look over configuration and setup.

- Before you do, please make sure you have a detailed understanding of how you report to parents and what information should be included.

Remember we want to hear from you!

Please keep logging your queries, problems no matter how small

Email **schoolsict@coventry.gov.uk**
or Call **024 7678 6620**

We will soon be releasing our new call logging portal for schools too, known as Motion some of you may be using it already but soon it will have more options specifically for schools.