



24th October 2024

Dear Parents/ Carers,

Dudley Academies Trust recently took the opportunity to review management information systems for all schools across the Trust and will be moving to a new system during the upcoming half term break.

The new system (Bromcom) provides a modern system for managing learner records, assessment and attendance. There will be further updates over the coming weeks and into 2025 as we roll out new functionality, including an updated Parent App to further improve communications with parents and carers.

In order to facilitate this significant change, **learners will return to school on Monday 4th November slightly later than usual at 9:50am** to allow all staff to receive important training on the new system and to ensure any data migration issues are resolved promptly. On their return, all learners should go to their usual Tutor Time at 9:50am and will move to period 2 at 10:10am.

For parents who top up cashless catering accounts online, there will be a period of transition during this change which may delay payments from being credited during the first days of next half term.

Where possible, please top up your account online in advance of 30th October 2024 to minimise any potential disruption to payments being credited. Alternatively, learners can bring cash into school during the first week back and top up via the payment machine to credit their account.

Given the possibility of some disruption to payment services, flexibility will be given to learners for a short time where they purchase food without a credit balance on their account. Any overdue balances will need to be cleared promptly to ensure meal provision can continue.

Parents and carers will continue to use the Reach More Parents and Class Charts apps for the time being.

Changes to our systems do not affect the arrangements for the use of personal data as set out in our Privacy Notice which continues to be available on our website.

Thank you for your understanding and continuing support.

Yours Sincerely,

Miss E Adeoye
Vice Principal
St James Academy

