

Data Migration Scope for Arbor

As a part of
Data Migration to Bromcom MIS
v1.2



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1.1 Student Characteristics

Items: School name, LEA number, DFE, School Phase, Governance, Census type, Intake type, Intake gender, Phone number, Email, Website, URN.

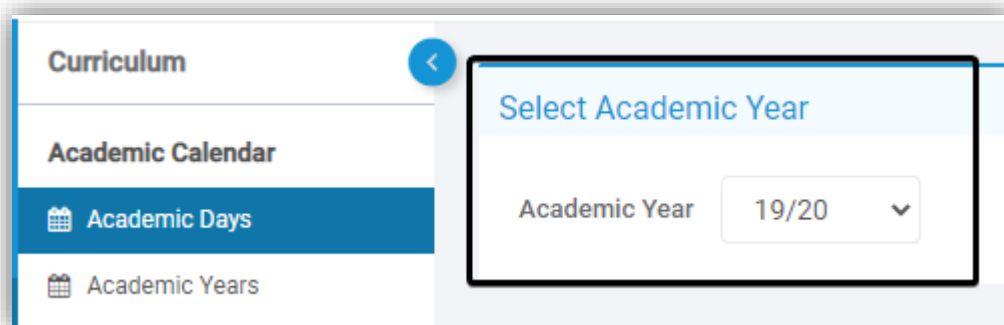
Path (MIS): Config > Administration > Core details.

Path (Arbor): School > School details.

2.1 Academic Years

Items: Year ID, Name, Start date, End data.

Path (MIS): Config > Curriculum > Academic days > Select academic year.



Path (Arbor): School > School structure > Academic years.

Academic Years			+ Add
2019/2020	31 Aug 2019 - 31 Aug 2020		▶
2018/2019	01 Sep 2018 - 30 Aug 2019		▶
2017/2018	04 Sep 2017 - 31 Aug 2018		▶
2016/2017	05 Sep 2016 - 03 Sep 2017		▶
2015/2016	01 Sep 2015 - 04 Sep 2016		▶
2014/2015	01 Sep 2014 - 31 Aug 2015		▶
2013/2014	02 Sep 2013 - 31 Aug 2014		▶
2012/2013	03 Sep 2012 - 01 Sep 2013		▶
2011/2012	05 Sep 2011 - 02 Sep 2012		▶
2010/2011	01 Sep 2010 - 04 Sep 2011		▶
2009/2010	03 Sep 2009 - 31 Aug 2010		▶
2008/2009	03 Sep 2008 - 02 Sep 2009		▶
2007/2008	03 Sep 2007 - 02 Sep 2008		▶
2006/2007	04 Sep 2006 - 02 Sep 2007		▶
2005/2006	01 Sep 2005 - 03 Sep 2006		▶
	01 Sep 2004 - 31 Aug 2005		▶
	01 Sep 2003 - 31 Aug 2004		▶

2.2 Terms

Items: Year ID, Start date, End date, Term ID, Term name.

Path (MIS): Config > Curriculum > Academic days.

The screenshot shows the 'Curriculum' section in the MIS interface. On the left is a sidebar menu with options like 'Academic Calendar', 'Academic Days', 'Academic Years', and 'Maintenance'. The main area is titled 'Select Academic Year' and shows 'Academic Year' set to '19/20'. Below this, 'Key and Display Options' are visible, including 'Day Status' and 'Calendar defined using the following period structure(s):'. A table lists six terms for the 2018-2019 (1) year, with their respective start and end dates. The 'Display Week Labels' checkbox is checked.

Term	Start Date	End Date
Term 1 19/20	01/09/2019	26/10/2019
Term 2 19/20	27/10/2019	04/01/2020
Term 3 19/20	05/01/2020	22/02/2020
Term 4 19/20	23/02/2020	18/04/2020
Term 5 19/20	19/04/2020	30/05/2020
Term 6 19/20	31/05/2020	29/08/2020

Path (Arbor): School > School structure > Academic years > Select year.

The screenshot shows the 'Academic Calendar' page in the Arbor system. The left sidebar has 'Academic Years' selected, with '2019/2020' expanded and 'Overview' highlighted. The main content area shows 'Academic Year 2019/2020' with its name and dates (31 Aug 2019 - 31 Aug 2020). Below this, a table lists the terms for 2019/2020: Autumn Term (31 Aug 2019 - 20 Dec 2019), Spring Term (21 Dec 2019 - 03 Apr 2020), and Summer Term (04 Apr 2020 - 21 Jul 2020).

Term	Dates
Autumn Term	31 Aug 2019 - 20 Dec 2019
Spring Term	21 Dec 2019 - 03 Apr 2020
Summer Term	04 Apr 2020 - 21 Jul 2020

2.3 Holidays

Items: Holiday Type, Holiday Name, Start Date, End Date.

Path (MIS): Config > Curriculum > Academic days > See items marked with “#”.

Term 1 19/20 01/09/2019 to 26/10/2019

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	01/09/2019	07/09/2019	1	*	*	\$	\$	\$	\$	-	-	-	-	-	-	*	*	
2	08/09/2019	14/09/2019	1	*	*	-	-	-	-	-	-	-	-	-	-	*	*	
3	15/09/2019	21/09/2019	1	*	*	-	-	-	-	-	-	-	-	-	-	*	*	
4	22/09/2019	28/09/2019	1	*	*	-	-	-	-	-	-	-	-	-	-	*	*	
5	29/09/2019	05/10/2019	1	*	*	-	-	-	-	-	-	-	-	-	-	*	*	
6	06/10/2019	12/10/2019	1	*	*	-	-	-	-	-	-	-	-	-	-	*	*	
7	13/10/2019	19/10/2019	1	*	*	-	-	-	-	-	-	-	-	-	-	*	*	
8	20/10/2019	26/10/2019		*	*	#	#	#	#	#	#	#	#	#	#	*	*	

Path (Arbor): School > School structure > Academic years > Select year.

Academic Years	Academic Calendar
All Academic Years	
▼ 2019/2020	
Overview	
School Days	
Download Student List	

Academic Year 2019/2020		
Academic year name	2019/2020	
Dates	31 Aug 2019 - 31 Aug 2020	

Terms (2019/2020)		
Autumn Term	31 Aug 2019 - 20 Dec 2019	
Spring Term	21 Dec 2019 - 03 Apr 2020	
Summer Term	04 Apr 2020 - 21 Jul 2020	

Holidays (2019/2020)		
Summer Holiday	31 Aug 2019 - 01 Sep 2019	Vacation
Inset Day	02 Sep 2019 - 03 Sep 2019	Inset
Half term	19 Oct 2019 - 27 Oct 2019	Half-Term
Polling day	12 Dec 2019	Elections
Christmas Holiday	21 Dec 2019 - 05 Jan 2020	Vacation
Half term	15 Feb 2020 - 23 Feb 2020	Half-Term
Easter Holidays	04 Apr 2020 - 19 Apr 2020	Vacation
May Bank Holiday	08 May 2020	Public Holiday
Half term	23 May 2020 - 31 May 2020	Half-Term
Summer Holidays	22 Jul 2020 - 31 Aug 2020	Vacation

3.1 Student Roll

Items: Student ID, Enrolment status (former / current), Start date, End date.

Path-1 (MIS): Students > Search filters > Status > Select status > List of students is now that roll type.

The screenshot shows the 'Search Filters' window in the Arbor MIS. It includes dropdown menus for 'Tutor Group', 'Year Group', 'Class', 'Report Group', 'Date of Birth', and 'Pupil Premium'. A 'Status' dropdown is set to 'Leaver'. An 'Active Date Filter' is set with dates '29/06/2020' and '29/06/2020'. Below the filters, a table displays a list of students with columns: Last Name, First Name, Admission Number, Tutor Group, Year Group, Gender, and Age. The table shows 1 of 1294 selected students.

Last Name	First Name	Admission Number	Tutor Group	Year Group	Gender	Age
[Redacted]	[Redacted]	00003649	PWGOR	11	Male	20/10
[Redacted]	[Redacted]	00003495	7NNob	11	Female	23/2
[Redacted]	[Redacted]	00003596	ACRON	11	Female	24/6
[Redacted]	[Redacted]	00016302	11RMol	11	Female	16/10
[Redacted]	[Redacted]	00002762	7SVan	8	Male	19/10
[Redacted]	[Redacted]	00003124	NA	11	Male	26/4
[Redacted]	[Redacted]	00003542	SCARN	11	Male	23/10
[Redacted]	[Redacted]	00003635	11BSpe	11	Male	18/11
[Redacted]	[Redacted]	00002819	RBARV	11	Male	23/2

Path-2 (MIS): Students > Select student > Enrolment > Current school > See date of leaving > If blank they are current, if past date they are former.

The screenshot shows the 'School & Enrolment History' table. It has columns for School Name, Date of Entry, Date of Leaving, and Leaving Reason. The table lists three enrolment records for a student.

School Name	Date of Entry	Date of Leaving	Leaving Reason
[Redacted]	29/08/2015	[Blank]	-
[Redacted]	18/05/2011	28/08/2015	Normal leaving age - Higher education institutions
[Redacted]	07/09/2010	16/05/2011	School Transfer (Mid-Year)
[Redacted]	05/09/2006	05/09/2010	Other/Unknown

Path-1 (Arbor): Students > All students > Browse students > "Change" > "All current students" / "All previous students".

The screenshot shows the 'Browse Students' interface. It includes a search bar with the text 'Search students' and a 'Search' button. Below the search bar, there is a dropdown menu with the text 'Student enrolment All current and future students.' and a 'Change' button.

The screenshot shows the 'Student enrolment All previous students' interface. It displays a list of student enrolment records with columns for DOB, Year, and Form. The records are grouped into two columns.

DOB	Year	Form
[Redacted]	23 Oct 1995	-
[Redacted]	01 Nov 1997	-
[Redacted]	23 Jun 1994	-
[Redacted]	02 Nov 1998	-
[Redacted]	20 Jul 2005	-
[Redacted]	30 Jun 1999	-
[Redacted]	07 Jul 1997	-
[Redacted]	14 Feb 1996	-

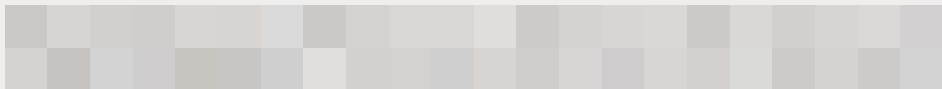
Bromcom MIS Data Migration Scope for Arbor

Path-2 (Arbor): Students > All students > Browse students > Select student > Enrolment > See “[test school] enrolment”

Current:


Current Enrolment 25 Sep 2019 ongoing Joined in: Nursery second year (age 3-4)

Past:


Past Enrolment 01 Sep 2003 - 20 Jul 2007 Left in: Year 6

3.2 Student Basic

Items: Student reference, UPN, Roll type, Date of birth, Preferred first name, Legal first name, Second name, Preferred last name, Legal last name, Gender, Roll status, Parental salutation, Parent address, Roll, Start date, End date, Student ID, currentClassId, currentClass, currentHouse, currentKeystage, currentyearGroup, ncYear, behaviour events and points.

Path (MIS): Students > Select student > Profile.

Student Profile (MIS)

Student Details:
 Gender: Female, Date of Birth: 01/10/2005, Year Group: 9, Admission No: 00021462, House: test1, Tutor Group: 9DChe, Tutor Name: Miss D Bartley
 Email: e008241@bromcomcloud.com, Phone: 07963370556
 No address information available

Contacts:
 Mother: 02000024136 (Priority 1)
 Other Non-Family Contact: e008242@bromcomcloud.com, 07000024141 (Priority 2)

Siblings (On Roll):
 There is no data available for this module.

Ethnicity & Religion:
 Ethnicity: Black Caribbean, Country of Birth: United Kingdom, Nationality: United Kingdom, Religion: Refused

Timetable (Mon, 29/06/2020):

Period	Lesson	Teacher
PS		
AM	9DChe - T4	DB, DB
P1	9I-H1 - U2	JS
P2	9I-Pe1 - SpH	AC
BR		
P3	9I-Ar1 - T7	SW
LU		
PM	9DChe - T4	DB, DB
P4	9I-Ma1 - U6	MF
P5	9I-Dm1 - A3	HB
AS		

Path (Arbor): Students > All students > Browse students > Select student.

Student Profile (Arbor)

Student Details:
 Name: Mahmoud Abdallah, Form: N-AM, Year: pm
 Date of Birth: 14 Apr 2016 (4y 2m), Mother: [Redacted]
 In Year Admission: [Button]

Pinned Items:
 Dietary requirement: Halal
 Dietary requirement: No Pork Products (Incl. gelatine)

Identity:
 Name: [Redacted], Gender: Male, Date of birth: 14 Apr 2016, Country of birth: [Redacted]
 Ethnicity: Any Other Black Background, Nationality: Not recorded, Religion: Muslim, Birth Certificate: [Redacted]
 Arbor Student ID: [Redacted], Student number: [Redacted], School ID card: Not issued, UPN: [Redacted]

Emergency contacts:
 (Mother): [Redacted]
 (Father): [Redacted]

Current lesson:
 09:00 - 12:00 Mon, 29 Jun 2020
 Year N: N-AM: Monday AM >
 Julie Cakebread, Chloe Coady and Jodie Reilly

Next lesson:
 09:00 - 12:00 Tue, 30 Jun 2020
 Year N: N-AM: Tuesday AM >
 Julie Cakebread, Chloe Coady and Jodie Reilly

Today's Attendance:
 09:00 - 12:00: School Closed To Pupils (#)

Actions:
 Download / Print..., Record Planned Absence, Communications / Notes, Next Student, Previous Student

3.3 Student Detailed

Items: Student ID, Start date, End date, Ethnicity code, Ethnicity description, Ethnicity category, Ethnicity source, English proficiency, English proficiency date, country of birth, country of birth code, religion, religion code, religion dfe code, service child, roll, home language, meal type, default meal type, default meal code, language, language code, gifted and talented.

Path (MIS): Students > Select student > Profile / enrolment.

Previous

Next



Please import your photo's into the Bromcom MIS to see them here...

Pupil premium

Gender

Female

Date of Birth

01/10/2005

Year Group

9

Admission No.

00021462

House

test1

Tutor Group

9DChe

Tutor Name

Miss D Bartley

e008241@bromcomcloud.com

07983370556

No address information available

Switch to Old Student Details

Emergency Contacts



02000024136

Mother

Timetable

Mon, 29/06/2020

PS		
AM	9DChe - T4	DB, DB
P1	9i-Hi1 - U2	JG
P2	9i-Pe1 - SpH	AC
BR		
P3	9i-Ar1 - T7	SW
LU		
PM	9DChe - T4	DB, DB
P4	9i-Ma1 - U6	MF
P5	9i-Dm1 - A3	HB
AS		

Contacts



02000024136

Mother

Priority 1

C P B R T



e008242@bromcomcloud.com

07000024141

Other Non-Family Contact

Priority 2

C P B R T

Siblings (On Roll)

There is no data available for this module.

Ethnicity & Religion

Ethnicity

Black Caribbean

Country of Birth

United Kingdom

Nationality

United Kingdom

Religion

Refused

School & Enrolment History			
School Name	Date of Entry	Date of Leaving	Leaving Reason
Caistor Yarborough Academy	21/01/2019	-	-
Market Rasen De Aston School	05/09/2018	18/01/2019	School Transfer (Mid-Year)
Queen Elizabeth's Academy	11/10/2017	16/07/2018	Other reason
Enrolment Status	Current(Single Registration)		

Bromcom MIS Data Migration Scope for Arbor

Path (Arbor): Students > All students > Browse students > Select student > Student profile/enrolment.

Mahmoud Abdallah

Student Profile

Student Profile

Academic Notes
Attainment
Attendance
Behaviour
Calendar
Communications & Notes
Enrolment
Activities
Summative Tracking
Ad Hoc Assessments
Educational Needs
Payments
Change Requests

Form N-AM Year pm
Date of Birth 14 Apr 2016 (4y 2m) Mother
In Year Admission

View All Sections

Pinned Items

- Dietary requirement Halal
- Dietary requirement No Pork Products (incl. gelatine)

Identity

Name
Gender Male
Date of birth 14 Apr 2016
Country of birth
Ethnicity Any Other Black Background
Nationality Not recorded
Religion Muslim
Birth Certificate
Arbor Student ID
Student number
School ID card Not issued
UPN

Emergency contacts

(Mother)
(Father)

Current lesson
09:00 - 12:00
Mon, 29 Jun 2020
Year N: N-AM: Monday AM
Julie Cakebread, Chloe Coady and Jodie Reilly

Next lesson
09:00 - 12:00
Tue, 30 Jun 2020
Year N: N-AM: Tuesday AM
Julie Cakebread, Chloe Coady and Jodie Reilly

Today's Attendance
09:00 - 12:00: School Closed To Pupils (#)

Download / Print...
Record Planned Absence
Communications / Notes
Next Student
Previous Student

Form N-AM Year pm
Date of Birth 14 Apr 2016 (4y 2m) Mother
In Year Admission

Academic Year 2019/2020
View All Sections

Enrolment

Current Enrolment 25 Sep 2019 - ongoing
Joined in: Nursery second year (age 3-4)

2019/2020 Enrolments

Academic Year Enrolment	2019/2020	25 Sep 2019 - 31 Aug 2020
Attendance Pattern	Morning Only	25 Sep 2019 - 31 Aug 2020
Year group	Year N	25 Sep 2019 - 31 Aug 2020
Registration form	N-AM	25 Sep 2019 - 31 Aug 2020

2019/2020 Enrolment Modes

Enrolment mode	Single Registration	25 Sep 2019 - 31 Aug 2020
Enrolment mode	Single Registration	25 Sep 2019 - 31 Aug 2020

3.4 Student Siblings

Items: main student ID, student ID, Relationship.

Path (MIS): Students > Select student > Profile > Siblings.

The screenshot shows a student profile page in the Bromcom MIS. At the top, there's a header with a student photo and a table of personal details: Gender (Female), Date of Birth (02/02/2005), Year Group (10), Admission No. (00019232), House (Tennyson), Tutor Group (10CGue), and Tutor Name (Ms M Franklin). Below this is a contact information section with an email (e004563@bromcomcloud.com) and a phone number (02000019055). A red 'Pupil premium' tag is visible. The 'Contacts' section lists three people: Mrs Hannah Audiss (Mother, Priority 1), Mr Matthew Audiss (Father, Priority 2), and Mrs Carol Levey (Grandmother, Priority 3). Each contact has their own contact details and a set of icons (C, P, B, R, T, Home, Person). At the bottom, there's a 'Siblings (On Roll)' section which currently shows 'There is no data available for this module.'

Path (Arbor): Students > All students > Browse students > Select student > Student profile > Family, Guardians and Contacts.

The screenshot shows the 'Family, Guardians and Contacts' page in the Arbor system. It features a table with columns for a photo, name, and relationship. The first two rows are for 'Mother (natural or adoptive)' and 'Father (natural or adoptive)', both listed as '1st priority emergency contact' and 'Primary guardian'. The third row is for a 'Sibling' listed as 'Year 3'. The fourth row is for another 'Sibling' listed as 'Year 6'. A red box highlights the 'Sibling' rows. An 'Add' button is visible in the top right corner.

3.5 Student Medical Conditions

Items: student ID, Condition code, condition, notes.

Path (MIS): Students > Select student > Health background.

Medical Conditions / Dietary Needs & Disabilities			+
Type Undefined	Condition Asthma	Information Received On 05/06/2017	
Notes			
Type Undefined	Condition Gluten free	Information Received On 05/06/2017	
Notes Gluten free diet			
Type Undefined	Condition Unknown	Information Received On 05/06/2017	
Notes Allergy to Penicillin			
Disabilities			
Not collected			

Path (Arbor): Students > All students > Browse students > Select student > Student profile > Medical.

Medical		+ Add
NHS number	Not set	▶
General Practitioner	Triveni PMS	▶
Handedness	Not set	▶
Blood group	Not set	▶
Immunisations	No details added	▶
🚫 Dietary requirement	Halal	▶
🚫 Dietary requirement	No Pork Products (Incl. gelatine)	▶

3.6 Student Disability

Items: student ID, disability code, description.

Path (MIS): Students > Select student > Health background.

Medical Conditions / Dietary Needs & Disabilities			+
Type Undefined	Condition Asthma	Information Received On 05/06/2017	
Notes			
Type Undefined	Condition Gluten free	Information Received On 05/06/2017	
Notes Gluten free diet			
Type Undefined	Condition Unknown	Information Received On 05/06/2017	
Notes Allergy to Penicillin			
Disabilities			
Not collected			

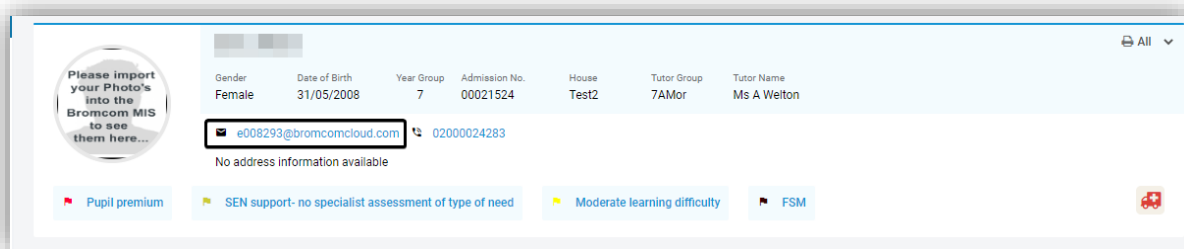
Path (Arbor): Students > All students > Browse students > Select student > Student profile > Medical.

Medical			+ Add
NHS number	Not set		▶
General Practitioner	Triveni PMS		▶
Handedness	Not set		▶
Blood group	Not set		▶
Immunisations	No details added		▶
🚫 Dietary requirement	Halal		▶
🚫 Dietary requirement	No Pork Products (Incl. gelatine)		▶

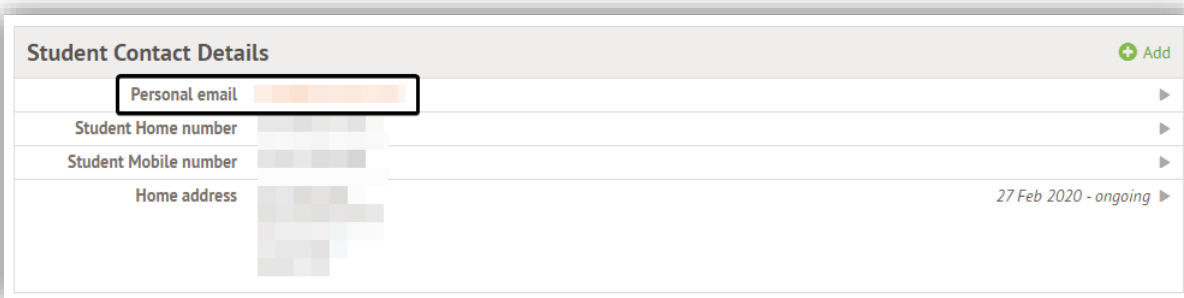
3.7 Student email

Items: Student ID, Email type, email address.

Path (MIS): Students > Select student > Profile.



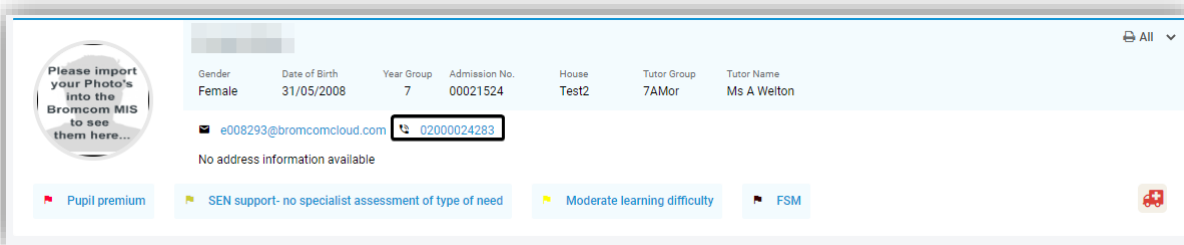
Path (Arbor): Students > All students > Browse students > Select student > Student profile > Student contact details.



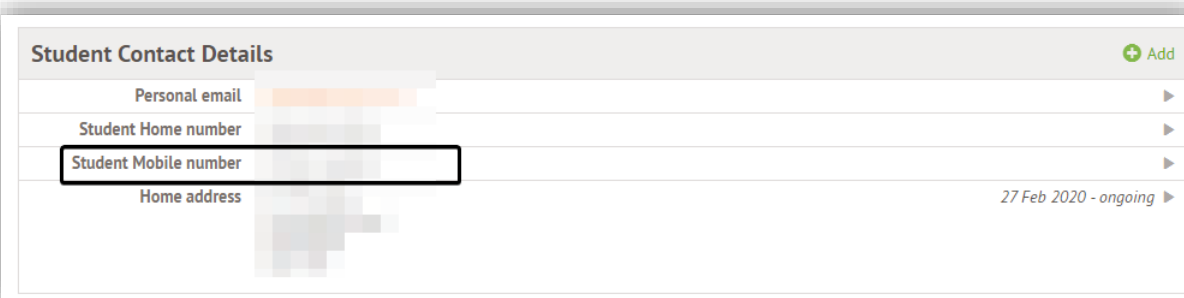
3.8 Student Phone

Items: Student ID, Number type, number, notes.

Path (MIS): Students > Select student > Profile.



Path (Arbor): Students > All students > Browse students > Select student > Student profile > Student contact details.



3.9 Student Address

Items: student id, address type, start date, end date, SAON, PAON, locality, street, town, postcode, UPRN, country.

Path (MIS): Students > Select student > Profile.

Path (Arbor): Students > All students > Browse students > Select student > Student profile > contact details.

3.10 Student SEN

Items: Student ID, SEN stage, SEN name, SEN start date, SEN end date, Need code, Need, rank, start date, end date, description.

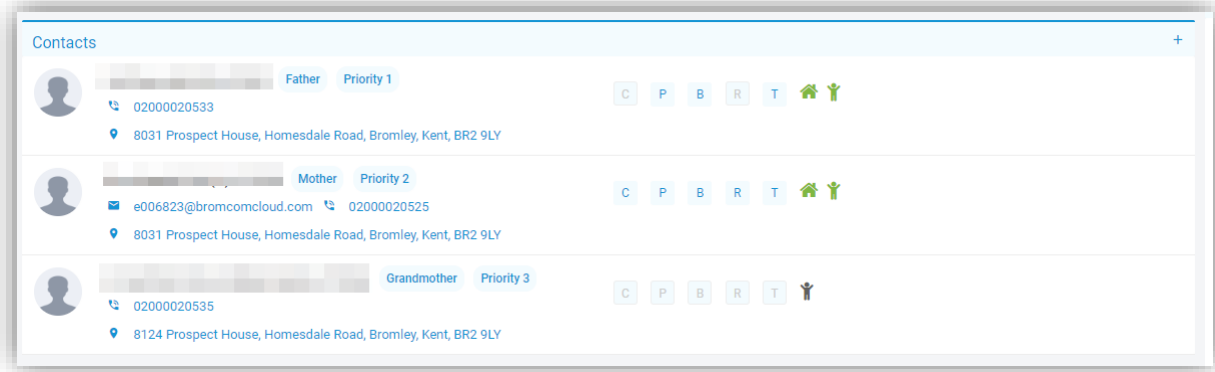
Path (MIS): Students > Select student > Profile > Special Educational Needs.

Path (Arbor): Students > All students > Browse students > Select student > Student profile > educational needs > SEN.

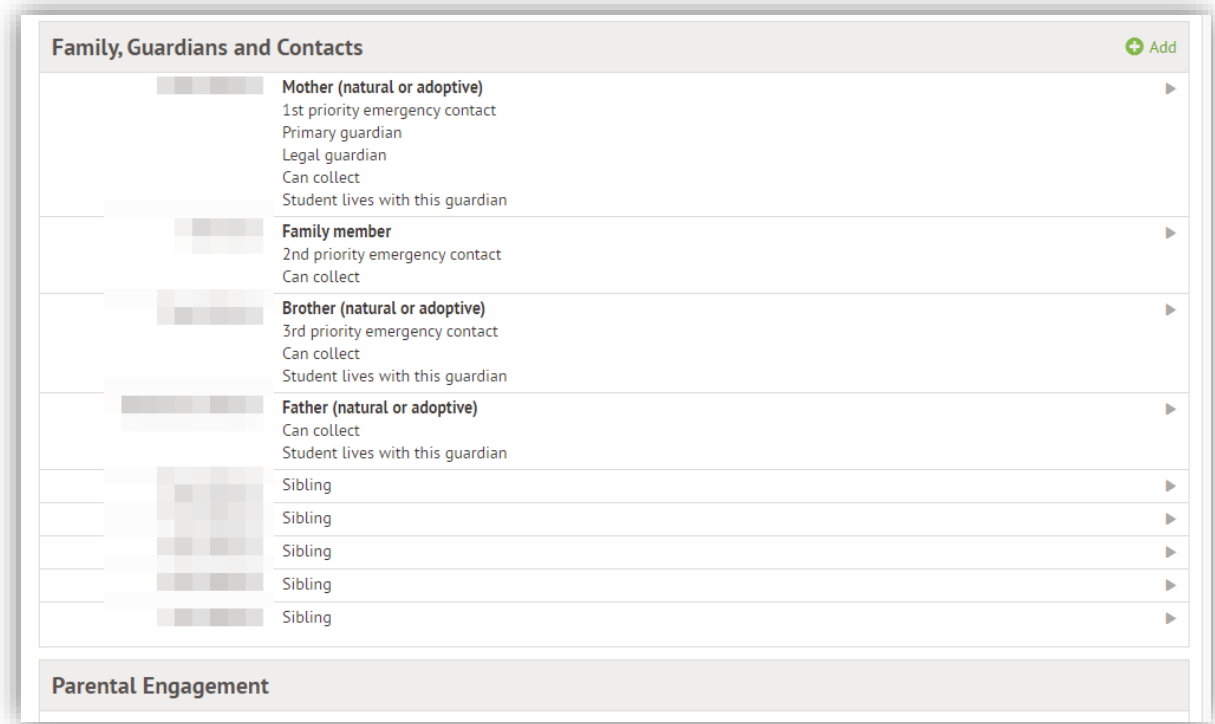
3.11 Student Contacts

Items: Entry ID, Entry type, Contact ID, legal first name, legal middle name, legal last name, parent responsibility, relationship, relationship code, national insurance number, date of birth, email type, email, is address as entry, gender, salutation, initials.

Path (MIS): Students > Select student > Profile > contacts.



Path (Arbor): Students > All students > Browse students > Select student > Student profile > student family, guardians and contacts.



3.12 Student CTF Stage Assessment

Items: student ID, Stage assessment name, assessment date, result date, grades.

Path (MIS): Students > Select student > Profile > assessment > CTF stage assessments.

The screenshot shows the 'Student Details' page in the Bromcom MIS. The left sidebar contains navigation links: Profile, Enrolment, Health Background, Communication, Assessment (selected), Attendance, Behaviour, Clubs & Trips, Safeguarding, and Documents. The main content area displays student information: Gender (Female), Date of Birth (01/10/2005), Year Group (9), Admission No. (00021462), House (test1), Tutor Group (9DChe), and Tutor Name (Miss D Bartley). Below this is a 'Pupil premium' status. The 'CTF Stage Assessments' section is highlighted with a red box, showing a table with columns: Year, Locale, Stage, Subject, Method, Component, Result Status, Result Qualifier, Result, and Result Date. The table currently displays 'No data available in table'.

Path (Arbor): Students > All students > Browse students > Select student > attainment.

The screenshot shows the 'Calvin Man Jie Chan' student profile in the Arbor system. The left sidebar contains navigation links: Student Profile, Academic Notes, Attainment (selected), Attendance, Behaviour, Calendar, Communications & Notes, Enrolment, Activities, Summative Tracking, Ad Hoc Assessments, Educational Needs, and Payments. The main content area displays student information: Form (SYS), Date of Birth (23 Jun 2010 (10y 0m)), and Mother. Below this is a 'Pupil Premium' status. The 'Attainment' section is highlighted with a red box, showing a table with columns: Assessment, Mark, and Date. The table displays 23 results, including KS1 Mathematics, KS1 Reading, KS1 Science, KS1 Writing, KS1 Phonics Screening Check Mark, KS1 Year 1 Phonics Screening Check Outcome, EYF: Being imaginative, EYF: Exploring and using media and materials, EYF: Health and self care, and EYF: Listening and attention.

3.13 Student Parental Consents

Items: Student ID, consent Type, Name, requested on, granted on, ID.

3.14 Student School History

Items: Student ID, start date, end date, leaving reason, school name, LEA, establishment number, URN.

3.15 Student Enrolment History

Items: Student ID, enrolment, start date, end date.

3.16 Student Exclusions

Items: Student id, reason name, reason code, start date, end date.

3.17 Student in Care

Items: Student id, in care, stat date, end date.

3.18 Student Languages

Items: Student id, is native, is spoken at home, language type, language code, language name.

3.19 Student Transportation

Items: Student id, transportation method code, method name, notes.

3.20 Student Funding

Items: Student id, funding code, funding name, start date, end date.

3.21 Student Gifts

Items: Student id, gift code, gift name, start date, end date, notes.

3.22 Student Talents

Items: student ID, talent code, talent name, start date, end date.

3.23 Student EYPP

Items: student ID, EYPP reason, start date, end date.

3.24 Student Statuses

Items: student ID, traveller status, youth support agreement, hours setting, funding hours, extended hours, thirty hour code, looked after child.

3.25 Student Ethnicity

Items: Student ID, ethnicity code, nationality code, nationality.

4.1 Staff Basic

Items: staff ID, title, legal first name, preferred first name, legal last name, preferred last name, staff code, roll status, staff type.

Path (MIS): Staff > Select staff > Profile.

Previous **Next** Switch to Old Staff Details

Please import your Photo's into the Bromcom MIS to see them here...

Gender: Male, Date of Birth: 18/01/1955, Staff Code: SAnd1

No contact information available
No address information available
Role(s):

Emergency Contacts +

Priority 1: 02000002802

Ethnicity & Religion +

Ethnicity: Not Yet Obtained, Religion: , First Language: , Home Language:

Medical Conditions / Dietary Needs & Disabilities +

Type	Condition	Information Received On
Priority 1	No pork	
Notes		
Priority 2	Asthma	
Notes		

Key Data

School Staff No.: , Payroll No.: , National Ins No.:

Notes

No notes available

Timetable +

< Mon, 29/06/2020 >

There is no data available for this module.

Path (Arbor): School > All staff > Browse staff.

Profile **System Engagement** **Calendar** **Communications** **Absences** **Roles and Permissions** **Teaching** **Students** **Contracts** **Payments** **Faculties and Departments**

Role **Premises Manager**

View **All Sections**

Identity + Add

Field	Value
Name	
Gender	
Date of birth	
Ethnicity	
Religion	
Arbor Staff ID	
Staff number	
School ID card	
Abbreviation	

Contact Details + Add

Field	Value
Mobile number	
Home address	06 May 2020 - ongoing

Next of Kin + Add

None on record

4.2 Staff Sensitive

Items: Staff ID, Gender, Date of birth, Username, Start date, End date, NI number, Person ID, Gender ID, Teacher GTC number, LEA identifier.

Path (MIS): Staff > Select staff > Profile > Staff details.

Staff Profile Summary:

- Personal Info:** Gender: Female, Date of Birth: 06/06/1980, Staff Code: HBag, Job Title: Teacher of Drama & English.
- Emergency Contacts:** One contact listed with Priority 1.
- Ethnicity & Religion:** Ethnicity: White - British.
- Medical Conditions / Dietary Needs & Disabilities:** No data available.
- Banking:** No data available.
- Vehicles:** One vehicle listed: NP 50 BCM, Colour: Black, Make: Fiesta Style.

Timetable (Tue, 30/06/2020):

Period	Lesson	Teacher
PS		
AM	10HBag - U9	EL, HB
P1	9K-Dm3 - A3	HB
P2		
BR		
P3	11-Ac-B - A3	HB
LU		
PM	10HBag - U9	EL, HB
P4	8J-En2 - D7	HB
P5	7K-En3 - D7	HB

Staff Details (Left Side):

- Name Details:** Date of Birth: 06/06/1980, Gender: Female.
- Additional Information:** National Ins No., Payroll No.
- Employee Details:** Staff Code: HBag, Extension No: 0.
- Consent:** Data processing consent has been granted (checked).

Staff Details (Right Side):

- Name Details:** Date Started at the School: 01/09/2013.
- Additional Information:** Current Job Title: Teacher of Drama & English, Local Authority Start Date.
- Employee Details:** Staff Leaving Date, NI Category: <NOT SELECTED>.
- Checkboxes:**
 - ☐ Supply Staff
 - ☐ Do not include in Census
 - ☒ For Contract Purposes this person is considered to be full time
 - ☐ Trained overseas before achieving QTS

Path (Arbor): School > All staff > Browse staff > Select staff.

Arbor Staff Profile Summary:

- Profile:** Role: Premises Manager.
- Identity:** Name, Gender, Date of Birth, Ethnicity, Religion, Arbor Staff ID, Staff number, School ID card, Abbreviation.
- Contact Details:** Mobile number, Home address.
- Next of Kin:** Name on record.

4.3 Staff emails

Items: Staff ID, Primary Email, Secondary Email.

Path (MIS): Staff > Select staff > Profile > Edit staff contact details.

The screenshot shows a web form titled "Add / Edit Contact Information" with a close button (X) in the top right corner. The form is divided into two main sections: "Phone & Email" and "Address". Under the "Phone & Email" section, there is a prompt "Click to Add New Phone Number or Email". Below this, there are three entries: 1. A phone number "02000017765" with tags "Mobile", "Any day", and "Priority 1". 2. An email address "e004206@bromcomcloud.com" with a "Priority 1" tag and a "Work" category tag. 3. An email address "e004201@bromcomcloud.com" with a "Priority 2" tag and a "Home" category tag. A "Close" button is located at the bottom right of the form.

Path (Arbor): School > All staff > Browse staff > Select staff.

The screenshot shows a staff profile page in the Arbor system. At the top, there is a profile picture placeholder, a role "Midday Supervisor, Teaching Assistant", a "Joined" date of "December 2013", and a "View" button. Below this is a tab labeled "All Sections". The main content area is divided into two sections: "Identity" and "Contact Details", each with an "Add" button. The "Identity" section includes fields for Name, Gender, Date of birth, Ethnicity, National Insurance Number, Religion, Arbor Staff ID, Staff number, School ID card, and Abbreviation. The "Contact Details" section includes fields for Work email, Home number, Mobile number, and Home address. The "Work email" field is highlighted with a black border. A status "09 Dec 2013 - ongoing" is visible at the bottom right of the "Contact Details" section.

4.4 Staff Phones

Items: Staff ID, Phone number, Phone type.

Path (MIS): Staff > Select staff > Profile > Edit staff contact details.

The screenshot shows a web form titled "Add / Edit Contact Information" with a close button (X) in the top right corner. The form is divided into two main sections: "Phone & Email" and "Address". Under "Phone & Email", there is a prompt "Click to Add New Phone Number or Email". Below this, there are three entries: 1. A phone number "02000017765" with tags "Mobile", "Any day", and "Priority 1". 2. An email address "e004206@bromcomcloud.com" with tag "Priority 1" and a "Work" label. 3. An email address "e004201@bromcomcloud.com" with tag "Priority 2" and a "Home" label. A "Close" button is located at the bottom right of the form.

Path (Arbor): School > All staff > Browse staff > Select staff.

The screenshot shows a staff profile page in the Arbor system. At the top, there is a profile picture placeholder, a role "Midday Supervisor, Teaching Assistant", a "Joined" date of "December 2013", and a "View" button. Below this is a dropdown menu labeled "All Sections". The main content area is divided into two sections: "Identity" and "Contact Details", each with an "Add" button. The "Identity" section includes fields for Name, Gender, Date of birth, Ethnicity, National Insurance Number, Religion, Arbor Staff ID, Staff number, School ID card, and Abbreviation. The "Contact Details" section includes fields for Work email, Home number, Mobile number, and Home address. The "Home number" field is highlighted with a black border. At the bottom right of the "Contact Details" section, there is a note "09 Dec 2013 - ongoing".

4.5 Staff Addresses

Items: Staff ID, Entity type, Address type, Start date, End date, SAON, PAON, administrative area, locality, street, town, postcode, country, UPRN.

Path (MIS): Staff > Select staff > Profile.

The screenshot shows the Bromcom MIS Staff Profile page. At the top, there are 'Previous' and 'Next' buttons. Below them is a circular placeholder for a photo with the text 'Please import your Photo's into the Bromcom MIS to see them here...'. To the right of the photo placeholder, there is a table with the following data:

Gender	Date of Birth	Staff Code	Job Title
Female	06/06/1980	HBag	Teacher of Drama & English

Below the table, there is a contact information section with the following details:

- Email: e004206@bromcomcloud.com
- Phone: 02000017765
- Address: 8255 Prospect House, Homesdale Road, Bromley, Kent, BR2 9LY (highlighted with a red box)

At the bottom, there is a 'Role(s)' section with the following roles: Teacher - BTec Acting, Drama, English; Head of Tennyson; Main Tutor - 10HBag (19/20); Teacher Roles - Classroom Teacher.

Path (Arbor): School > All staff > Browse staff > Select staff > Contact details.

The screenshot shows the Arbor Staff Contact Details page. At the top, there is a circular placeholder for a photo. To the right of the photo placeholder, there is a table with the following data:

Role	Midday Supervisor, Teaching Assistant	Joined	December 2013
------	---------------------------------------	--------	---------------

Below the table, there is a 'View' button and a 'All Sections' dropdown menu. The main content area is divided into two sections: 'Identity' and 'Contact Details'. The 'Identity' section has a '+ Add' button and the following fields:

- Name
- Gender
- Date of birth
- Ethnicity
- National Insurance Number
- Religion
- Arbor Staff ID
- Staff number
- School ID card
- Abbreviation

The 'Contact Details' section has a '+ Add' button and the following fields:

- Work email
- Home number
- Mobile number
- Home address (highlighted with a red box)

At the bottom right of the 'Home address' field, there is a date range: 09 Dec 2013 - ongoing.

4.6 Staff Contact

Items: Contact ID, first name, middle name, last name, gender, sort order, relationship, relationship code, salutation, title, initials, NI number, DOB, Email.

Path (MIS): Staff > Select staff > Profile > Emergency contacts.

The screenshot shows the Bromcom MIS Staff Profile page. At the top, there are navigation buttons 'Previous' and 'Next'. Below the header, there is a circular placeholder for a photo with the text 'Please import your Photo's into the Bromcom MIS to see them here...'. To the right of the photo placeholder, there is a table with staff details:

Gender	Date of Birth	Staff Code	Job Title
Female	06/06/1980	HBag	Teacher of Drama & English

Below the table, there is a row of contact information: an email address 'e004206@bromcomcloud.com' and a phone number '02000017765'. Below that, there is a location address '8255 Prospect House, Homesdale Road, Bromley, Kent, BR2 9LY'. At the bottom, there is a row of roles: 'Teacher - BTec Acting, Drama, English', 'Head of Tennyson', 'Main Tutor - 10HBag (19/20)', and 'Teacher Roles - Classroom Teacher'. Below the roles, there is a section titled 'Emergency Contacts' with a plus sign to add more. The first emergency contact is 'Ms J Copley #16246' with a 'Priority 1' tag and a phone number '02000020861'.

Path (Arbor): School > All staff > Browse staff > Select staff > Next of kin.

The screenshot shows the Arbor 'Next of Kin' form. At the top, there is a '« Back' button and the title 'Next of Kin'. Below the title, there is a section titled 'Next of Kin Details' with a table for entering information:

Name	Next of kin to	Relationship	Mobile number	Personal email

Below the table, there is a section titled 'Attachments' with a large circular arrow icon and the text 'Drag or click to upload'. Below the attachments section, there is a button 'Capture with webcam'. At the bottom right, there is a button 'More information'.

4.7 Staff Contracts

Items: Post type, post reason, post offered date, post accepted date, origin, destination, leaving reason, superannuation scheme name, post end reason, post start date, post end date, contract id, contract type, post, start date, end date, mreview date, arrival date, pay range, pay framework, regional pay range, spine point, min pay, max pay, base pay, daily rate, safe guarded salary.

Path (MIS): Staff > Select staff > Contracts.

The screenshot shows the staff profile for a teacher. The top section contains personal and contact information: Gender (Female), Date of Birth (06/06/1980), Staff Code (HBag), Job Title (Teacher of Drama & English), Email (e004206@bromcomcloud.com), and Phone (02000017765). The address is 8255 Prospect House, Homesdale Road, Bromley, Kent, BR2 9LY. The role(s) listed are Teacher - BTec Acting, Drama, English, Head of Tennyson, Main Tutor - 10HBag (19/20), and Teacher Roles - Classroom Teacher.

Below the profile is the 'Contracts - Current' section. It states 'Census returns will be based on their Roles and Hours. Hours per Week = 32.5'. There are buttons for Grid actions, Copy, Excel, CSV, PDF, and Print. A search bar is also present. A table lists the current contract:

No	Updated	Type	Post (SWF)	Role(s)	Start Date
1		Permanent	Classroom Teacher, main pay range	Classroom Teacher	01/09/2013

The screenshot shows the 'Add / Edit Contract' form. It has tabs for Contract Information, Roles, Pay, and Payroll Information. The 'Contract Information' tab is active.

Contract Information:

- Start Date: 01/09/2013
- End Date: (empty)
- Last Updated: (empty)
- Contract Type*: Permanent
- Date of Last Pay Review: 01/09/2018
- Post: Teacher, Other
- Post (SWF)*: Classroom Teacher, main pay range
- ☐ Paid a Daily Rate
- ☐ Do not include in Census

Roles:

- Classroom Teacher 01/09/2013 Classroom Teacher, main pay range

Pay:

- Teacher - Main 01/09/2018 Ashley Ottewell

Payroll Information:

- Post Reason: <NOT SELECTED>
- Contract Termination Reason: <NOT SELECTED>
- Contract Number: (empty)
- Post Offered Date: (empty)
- Post Accepted Date: (empty)
- Contract Issue Date: (empty)
- Superannuation: <NOT SELECTED>
- NICContracted: Not known
- Leave Entitlement: (empty)
- Destination: <NOT SELECTED>
- Origin: <NOT SELECTED>
- Increment Month: <NOT SELECTED>
- ☐ Spinal Progression

Bromcom MIS Data Migration Scope for Arbor

Path (Arbor): School > All staff > Browse staff > Select staff > Contracts.



Role
 Administrator / Clerk

Joined
 April 2008

General Employment Details

Include in school workforce census

No

Contract
 Administrator / Clerk (05 Oct 2015)

Staff Contract

Employment type
 Contract period
 Superannuation scheme
 Contract reference
 Payroll Number
 Staff origin
 Last pay review date

Probation

None recorded

Administrator / Clerk

Job title
 Position
 Post period
 Reference number
 Offered date
 Accepted date
 Start reason

Salary

Period	Pay scale	Spine point	FTE Salary	Base Pay (Pro Rata)
05 Oct 2015 - 31 Mar 2016	Scale 4 (No longer in use)			
01 Apr 2018 - ongoing	Scale 4 (No longer in use)			
01 Apr 2017 - 31 Mar 2018	Scale 4 (No longer in use)			
01 Apr 2016 - 31 Mar 2017	Scale 4 (No longer in use)			

Allowances

Date	Allowance	Reason	Pro Rata Amount
No rows to display.			

Additional Payments

Date	Reason for Payment	Amount
No rows to display.		

Daily/Hourly Rate

Period	Frequency	Rate
No rows to display.		

2015/2016
 2016/2017
 2017/2018
 2018/2019
 2019/2020

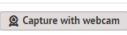
Payments

A Salary for this post refers to a pay scale that does not have an amount for the whole of the salary period (31 Aug 2019 - 31 Aug 2020). Set new FTE values for the pay scale in order to see a calculated pay amount on the grid below.
 [Review Pay Scales](#)

Period	Payment Description	Pay Amount
31 Aug 2019 - 31 Aug 2020		
31 Aug 2019 - 31 Aug 2020		

Attachments


 Drag or click to upload


 Capture with webcam

4.8 Staff Contract Salaries

Items: Staff id, contract id, post id, salary id, hours per week, weeks per year, FTE hours per week, FTE weeks per year, start date, end date, pay scale name, salary amount, max salary, spine point code, spine point name, gross salary amount.

Path (MIS): Staff > Select staff > Contracts > Edit > Pay > Edit.

The screenshot shows the 'Add / Edit Contract' form with the 'Pay' tab selected. The form contains the following fields:

- Contract Information:** Pay Item Type* (Range Pay), Start Date* (01/09/2018), End Date.
- Roles:** Base Pay* (Teacher - Main), Spine Point Group (ALL), Spine Point (M6).
- Payroll Information:** Weeks per Year (52.1400), Hours per Week (32.5000), Base Pay Weeks per Year (52.1400), Base Pay Hours per Week (32.5000), Pro Rata (1.0000), FTE (1.0000), Pay Factor (1.0000), Min Pay Range.
- ☐ Safeguarded
- Buttons: Cancel, Save.

Path (Arbor): School > All staff > Browse staff > Select staff > Contracts > Salary > Edit.

The screenshot shows the 'Edit Salary' form in the Arbor system. It includes the following sections:

- « Back**
- Edit Salary**
- FTE Salary:** Pay scale (Scale 4 (No longer in use)), Pay scale grade, Pay scale spine point (18.0 (£20,667.00)), Custom FTE salary amount (£ Leave blank to use the pay scale salary).
- Pro Rata Calculation:** Hours per week* (35.00), FTE hours per week* (35.00), Weeks per year* (38), FTE Weeks per year* (52.143), Pro Rata (Weekly) (1.0000000 (100.0% of weekly FTE)), Pro Rata (Annual) (0.7287651 (72.9% of annual FTE)), Pay Factor (0.7287651 (72.9% of FTE)).
- Base Pay Calculation:** FTE Salary (£20,667.00), Pay Factor (0.7287651 (72.9% of FTE)), Base Pay (Pro Rata) (£15,061.39).
- Buttons: Delete, Cancel, Save Changes.

The screenshot shows the 'Edit Salary' form in the Arbor system, focusing on the calculations. It includes the following sections:

- « Back**
- Edit Salary**
- Pro Rata Calculation:** Hours per week* (35.00), FTE hours per week* (35.00), Weeks per year* (38), FTE Weeks per year* (52.143), Pro Rata (Weekly) (1.0000000 (100.0% of weekly FTE)), Pro Rata (Annual) (0.7287651 (72.9% of annual FTE)), Pay Factor (0.7287651 (72.9% of FTE)).
- Base Pay Calculation:** FTE Salary (£20,667.00), Pay Factor (0.7287651 (72.9% of FTE)), Base Pay (Pro Rata) (£15,061.39).
- Effective Period:** Effective date (5th Oct 2015), End date (31st Mar 2016), Safeguarded period start date, Safeguarded period end date.
- Buttons: Delete, Cancel, Save Changes.

4.9 Staff Contract Allowances

Items: Staff id, contract id, post id, allowance type, allowance code, allowance name, start date, end date, amount, reason.

Path (MIS): Staff > Select staff > Contracts > Edit > Pay > Edit.

Add / Edit Contract

Contract Information Roles **Pay** Payroll Information

Pay Item Type*
Additional Allowance ▼

Start Date* 01/06/2020

End Date 02/06/2020

Payment Type*
Acting ▼

Allowance Type* Temporary ▼

Annual Amount* 100.0000

Pay Factor* 1.0000

Notes

☒ Superannuation ☐ NISStatus ☐ Benefit in Kind

Cancel **Save**

Path (Arbor): School > All staff > Browse staff > Select staff > Contracts > Allowances.

Date	Allowance	Reason	Pro Rata Amount
No rows to display.			

Allowances + Add

4.10: Staff Bank Details

Items: Staff ID, bank name, acc name, acc number, sort code.

4.11: Staff Employment roles

Items: Staff id, employee role, teaching staff, start date, end date.

4.12: Staff Vehicles

Items: staff id, make, model, colour, reg number.

4.13: Staff Previous Names

Items: staff ID, first name, middle name, last name, start date, end date.

4.14: Staff Qualifications

Items: staff ID, qualification code, description, qualification class, date awarded, first code, first name, second code, second name, is verified.

4.15: Staff Training

Items: staff ID, training title.

4.16: Staff Background Checks

Items: staff ID, check type, level, checked date, clearance date, reference number, notes, expired on.

4.17: Staff Absences

Items: staff ID, start date, end date, absence name, notes, working date, working hours, illness category, illness subcategory.

4.18: Staff Statuses

Items: Staff id, workforce return, qualification status, skill status, early years status, HLTA status route code, route name.

4.19: Staff Ethnicity

Items: Staff ID, ethnicity code, nationality code, nationality.

5.1: Contact Phones

Items: contract ID, Post ID, Allowance Type, Allowance code, Allowance Name, start date, end date, amount, reason.

5.2: Contact Addresses

Items: Contact ID, Address type, Start date, End date, SAOJ, PAON, Administrative area, locality, street, town, postcode, country, UPRN.

5.3: Person UDFs

Items: student / staff ID, entity type, UDI description, UDIfield, UDValue.

6.1: Year Groups

Items: Year group ID, Name, Description, ncYearGroup, Start date, End date.

6.2: Staff Year Groups

Items: group ID, Staff ID, Start date, End date.

6.3: Student Year Groups

Items: group ID, Student ID, Start date, End date.

6.4: Class Groups

Items: Class ID, Code, Description, Start date, End date.

6.5: Staff Class Group

Items: Class ID, Staff ID, Code, Description, Start date, End date.

6.6: Student Class Group

Items: Class ID, Student ID, Code, Description, Start date, End date.

6.7: Class/Year Memberships

Items: Year ID, Class ID, Start date, End date.

6.8: Report Group

Items: Group ID, Group type, Description, Start date. End date.

6.9: Staff Report Group Memberships

Items: Group ID, Staff ID, Start date, End date.

6.10: Student Report Group Memberships

Items: Group ID, Student ID, Start date, End date.

7.1: Student CTF Attendance History

Items: Attendance ID, Student ID, year, LEA, School name, Estab, Possible, Attended, Authorised, Unauthorised, Start date, marks.

7.2: Attendance Code

Items: code.

7.3: AM/PM Attendance

Items: Student ID, Attendance code, date, lesson date, session, period label, start time, end time.

8.1: Person Medical Events (Student)

Items: Student id, code, description, event name, event description.

8.2: Person Medical Events (Staff)

Items: Staff Id, code, description, event name, event description.

8.3: Doctor Surgeries

Items: Surgery ID, name, Doctor ID, title, First name, Middle name, Last name, DOB, number type, address type, start date, end date, SAON, PAON, admin area, locality, street, town, postcode, country, UPRN.

8.4: Areas not in scope

Please note that Bromcom does not know all functionality of the Arbor application, therefore cannot provide an exhaustive list of items not included in the scope of the migration. Areas known to be out of scope are:

- Exam Results
- Post 16 Learning Aims
- Courses
- Exam Module (Session, Basedate, Entries, Candidates, UCI, Access Arrangements, Seating Plans)
- Assessment models and templates.
- Custom reports.
- User accounts credentials and roles are not migrated
- Roles and permissions.
- User defined fields.
- Governors.
- Volunteer staff.
- Timetable Cover and Non-contact codes
- Payment Financial Groups.
- Fees/billing.
- EMA.
- Interventions.
- CTF/ATF/Census documents.
- Profiles.
- School Diary records (except school holidays).
- Third Party Credentials and Permissions