

Dear Parents, Carers and Guardians

As previously mentioned by Miss Mackie, we are moving from Go4Schools to Bromcom as our school information system. This transfer will take place on **Monday 24th February**, the first day back after the half term break. Over time, this change will provide a more streamlined experience for parents, with a single central hub for the sharing of key information, reports and payments.

Action required before Monday 24th February:

Please can you:

- Download any progress checks that you wish to retain for future reference, as these cannot be transferred to the new system. Should you need them, instructions for how to do this are available on the school website in the [Bromcom](#) section.
- Ensure that your child:
 - has taken a photo of their school timetable, if they do not have a paper copy, so that they know their schedule on the first day back.
 - knows how to access their school Outlook email account from home. If they do not, instructions for how to do so can be found on the Northgate website in [Learning/Learning at home](#) in the *Email* section.
 - is up to date with their homework.

Account activation on the morning of Monday 24th February:

- **Parents, carers and guardians** will receive an email invitation and instructions to set up their Bromcom account.
 - **This link will only be active for 24 hours**, so please activate your account at a convenient point on that day.
- **Students** will receive an email invitation and instructions via their school email account at approximately 8.00am. Again, **this link will only be active for 24 hours**.
 - Students should activate their account before they come to school.
 - Should students in years 7 to 11 encounter any issues, their period 1 teacher will be able to support them when they arrive at school.
 - Any year 12 students who have issues will be able to seek advice from their teachers over the course of the day.
 - Year 13 students will be able to seek support via email should they encounter any issues.

Changes to the school day on Monday 24th February:

- The **school day will start at 9.30am** on Monday 24th February. This is so that we can ensure that all of our systems are operating as they should prior to students arriving at school.
- Students should go straight to period 1 – they will be registered there.

Exceptions to the 9.30am start are:

- Year 11 students who are taking their food practical exam on Monday 24th February should report to their exam venue for 8.30am.
- The morning session for Year 13 students who are taking mock exams will start at 9.00am as usual – they will need to be at the exam venue for 8.45am.

Bromcom apps:

Once accounts are activated, parents and students can download the Bromcom app from their device's app store, should they wish to do so.

If you have any questions in relation to our transfer to Bromcom, or experience any issues activating your account, please email bromcom@northgate.suffolk.sch.uk. We thank you in advance for your patience whilst this transfer is in progress.

Kind regards

Andrea Hope
Assistant Headteacher