Hanging Hill Lane, Hutton, Brentwood Essex CM13 2HG

Executive Headteacher:
Jamie Foster BSc Hons NPOH



enquiries@st-martins.essex.sch.uk www.st-martins.essex.sch.uk

> Tel: 01277 238300 Fax: 01277 238301

09 October 2025

Dear Parents and Carers,

Re: INSET day on Monday 5 January 2026

I am writing to inform you that St Martin's School, along with all schools within the Trust, will be holding an INSET day on **Monday 5 January 2026**. Pupils will not be required to attend school on this date.

The day will be used to introduce and train staff on Bromcom, our new Management Information System (MIS), which will be implemented across the school and the wider Trust at the end of January.

Bromcom will play a central role in supporting the day-to-day running of the school, helping us to further streamline the management of pupil records, attendance, timetables and progress. It will also enhance communication with parents and carers through the **Bromcom Parent App**, which will benefit our whole school community.

Further information can be found here.

Thank you for your understanding. If you have any questions, please do not hesitate to contact the school.

Yours faithfully

Mr J Foster

Headteacher and Deputy CEO

