



SpeedAdmin
SPEED BY DESIGN

Grouping Pupils

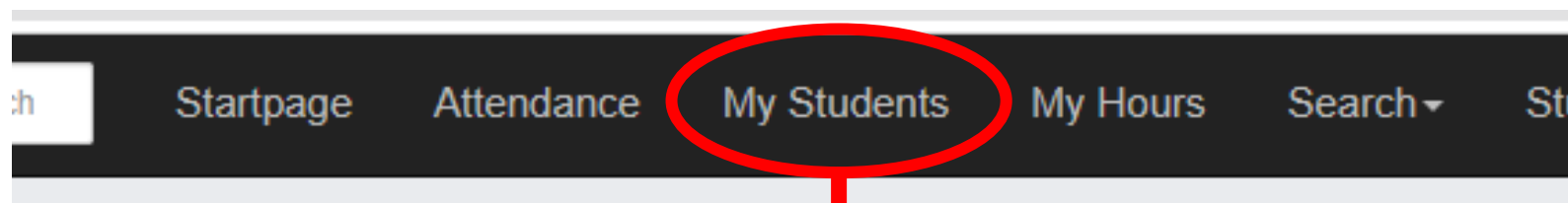
(Paired/Group Lessons)

Pupils that receive a Paired 30 / Individual 15 min **or** a Group of 3 for 30 / 2 for 20 min lesson will appear in your register individually by default.

It is possible to group pupils together into one lesson booking (e.g. 2 x 15 minute pupils grouped together in one 30 minute lesson)

Speed Admin does this by applying students a 'group number' – students with the same group number are grouped together.

You need to create these groups **before** dragging the students' lesson into your timetable (booking the lesson)



In a web-browser Select 'My Students'

Or click on the three blue lines in the top right of the screen ('the blue burger')

This will open your lessons view, which includes a pupil list.

Hours for TEST TEACHER Rees

Schools	Autumn			Spring			[Summer]		
	Approved hours	Booked hours	Agreed hours	Approved hours	Booked hours	Agreed hours	Approved hours	Booked hours	Agreed hours
✉ Dundonald Primary School	0.00	0.00	✍ 0.00	0.00	0.00	✍ 0.00	0.00	2.00	✍ 0.00
✉ Hatfield Primary School	None	0.00	✍ 0.00	None	0.00	✍ 0.00	None	0.00	✍ 0.00
✉ Merton Music Centre, South Wimbledon	0.00	5.00	✍ 0.00	0.00	5.00	✍ 0.00	0.00	6.50	✍ 0.00
✉ Test Music Centre	0.00	0.00	✍ 0.00	0.00	0.00	✍ 0.00	0.00	1.00	✍ 0.00
✉ Test School	0.00	0.00	✍ 0.00	0.00	0.00	✍ 0.00	0.00	0.33	✍ 0.00
Total	0.00	5.00	0.00	0.00	5.00	0.00	0.00	9.83	0.00

Lesson Ensemble Activity Salary

Student filter: All Discontinued Current Current and upcoming Upcoming

Actions	Student Id	Name	Small group no.	Next booking	Course school	Course	Number of minutes	Number of lessons	Include in hours account	Home school	Year group	Subcategory
<input type="checkbox"/>	6035 New student	Test Lawrie Test Meehan 01/07/2022 - 6 Year		Thursday 15:00 15:20 07/07/2022	Test School	20 Minute Individual Euphonium - School	20	1/1/0/1/0	Yes	St Matthew's CE Primary School	3	
<input type="checkbox"/>	2683	Louisa Wansborough 20/09/2021 - 39 Year		Wednesday 13:09 13:39 06/07/2022	Merton Music Centre, South Wimbledon	30 Minute Individual Ukulele - MC	30	30/30/29/3/3	Yes	Not Applicable	0	
<input type="checkbox"/>	6033 New student	Gemma Test Test 01/07/2022 - 19 Year			Test Music Centre	60 Minute Individual Percussion - MC	60	1/1/0/0/0	Yes	*My Child's School is Not Listed		
<input type="checkbox"/>	6039 New student	Jane Marney test 19/06/2022 - 14 Year			Dundonald Primary School	Paired 30 Mins / Individual 15 Mins Guitar (Classical) - School	15	3/3/0/0/0	Yes	Dundonald Primary School	6	
<input type="checkbox"/>	6036 New student	Kathy Doherty 13/06/2022 - 9 Year		Wednesday 13:49 14:04 06/07/2022	Dundonald Primary School	Paired 30 Mins / Individual 15 Mins Guitar (Classical) - School	15	4/4/3/4/3	Yes	Dundonald Primary School	6	

It is possible to organise the list of pupils by course school simply by clicking at the top of the column (as indicated by the green arrow)

Actions ▾		Name	Small group no.	Next booking	Course school	Course
<input type="checkbox"/> <div> Assign group number Unassign group number Change duration </div>		Test Lawrie Test Meechan 01/07/2022 - 6 Year		Thursday 15:00 15:20 07/07/2022	Test School	20 Minute Individual Euphonium - School
<input type="checkbox"/>	2683	Louisa Wansborough 20/09/2021 - 39 Year		Wednesday 13:09 13:39 06/07/2022	Merton Music Centre, South Wimbledon	30 Minute Individual Ukulele - MC
<input type="checkbox"/>	6033 New student	Gemma Test Test 01/07/2022 - 19 Year			Test Music Centre	60 Minute Individual Percussion - MC
<input checked="" type="checkbox"/>	6039 New student	Jane Marney test 19/06/2022 - 14 Year			Dundonald Primary School	Paired 30 Mins / Individual 15 Min Guitar (Classical) - School
<input checked="" type="checkbox"/>	6036 New student	Kathy Doherty 13/06/2022 - 9 Year		Wednesday 13:49 14:04 06/07/2022	Dundonald Primary School	Paired 30 Mins / Individual 15 Min Guitar (Classical) - School

It is only possible to group pupils that are registered at the same course school. In the example above, Kathy and Jane both attend Dundonald Pri and have Paired 30 Minute guitar lessons.

To group pupils together, **tick the checkbox** for each pupil then click '**Actions**' and '**Assign Group Number**'

Add group number to students ×

Information concerning the creation of groups:

- Assign only available group numbers., In the text below the groups already created are listed.
- In the "total number of minutes" designate the total number of minutes for the chosen students in the timetable.

For comprehensive guide on small groups click [HERE](#)

These group numbers are already in use:

Small group no.:

Applies from date:

Total number of minutes:

Assign group number

Select the next available group number

Select the date from which these pupils' lessons should be grouped together (e.g. if they previously had lessons individually or in a different group, select the date from which the new group was created. If these pupils have always been grouped, select the start of term).

Finally, indicate the total number of minutes that the lesson will last

e.g. for 2 x Paired 30 Min pupils the total time will be '30'

For 3 x Go3 pupils the total time will be 30. For 2 x Go3 pupils the total time will be 20.

Click **'Assign Group Number'**

Booking Lessons

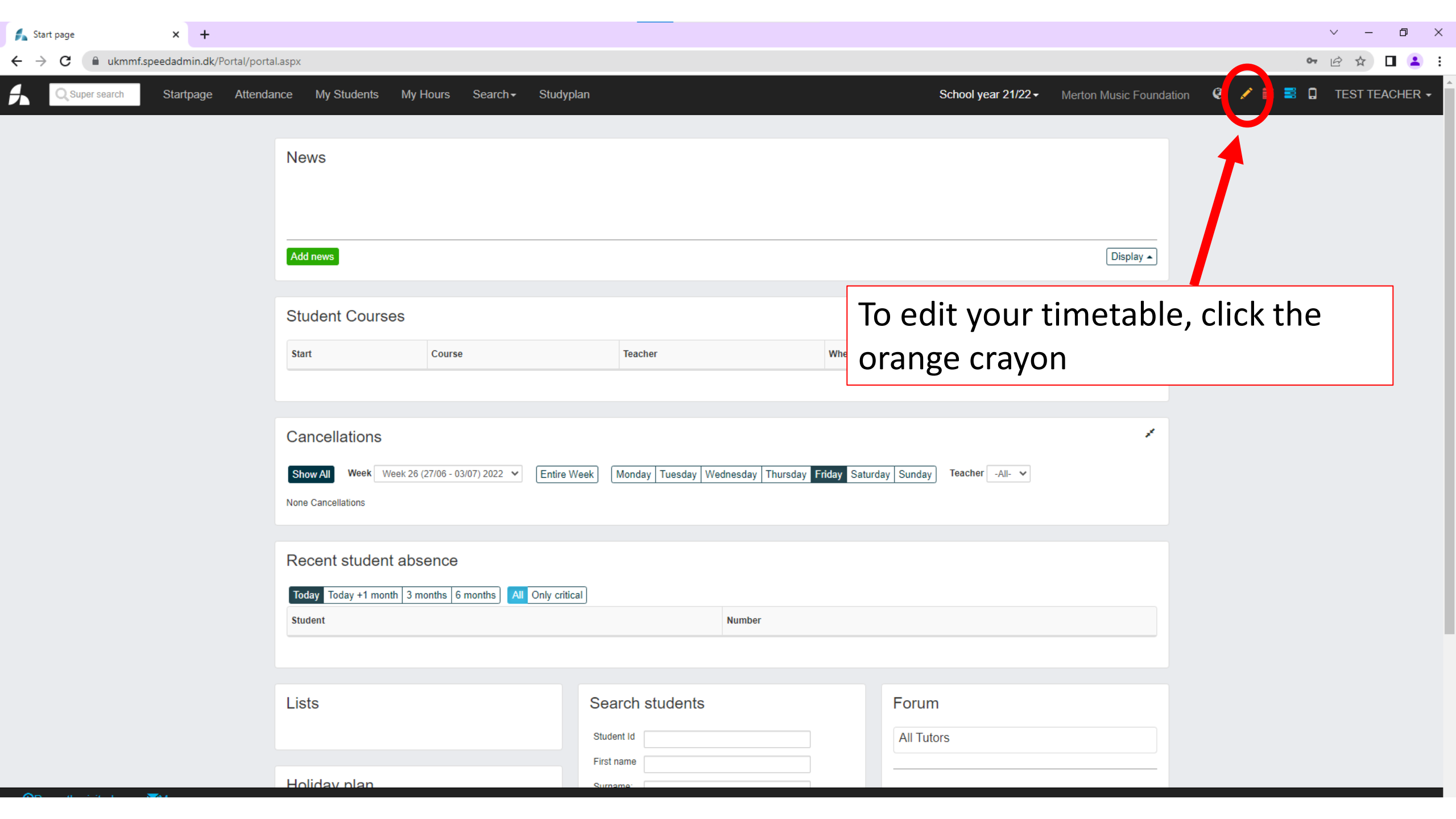
All new students added to your register must be assigned a lesson 'booking', this involves dragging the student's lesson onto your timetable

Speed Admin uses this information to calculate total hours taught and to confirm lesson delivery. Parents/Guardians and eventually schools will be able to see this information via their e-Portal log in.

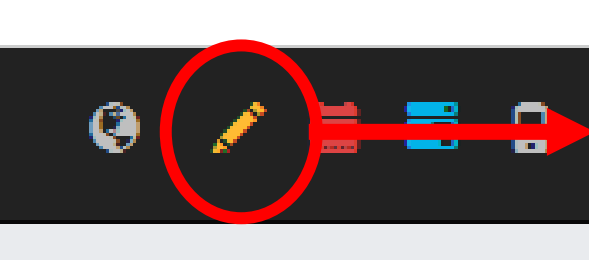
By default, booked lessons will automatically populate the 'standard' 10 teaching weeks defined by MMF, however it is possible to cancel and reschedule these lessons if you are starting earlier or later in the term.

As a minimum, lessons should be booked to the correct day in your timetable. Parents/guardians will be told that all lesson times are approximate and subject to change, so don't worry if it isn't possible to predict the times accurately.

Please indicate the lesson time as accurately as possible (e.g. if the lesson usually takes place in the morning, book the lesson in at a randomly selected time during the morning).



To edit your timetable, click the orange crayon



When editing your timetable, before making any changes remember to select whether you want these changes to affect the whole year, this week until the end of the year or only the selected date (e.g. a one-off reschedule)

Un-booked lessons will appear in this column. Speed Admin calculates your hours based on lesson bookings, so you will only be able to claim for lessons that have been booked onto the timetable.

Cancelled lessons that should be made up will also appear in this column until re-booked (they are colour coded green).

Super search

Startpage

Attendance

My Students

My Hours

Search

Studyplan

Timetable for: TEST TEACHER Rees

Timetable for week: Week 27 (04/07 - 10/07) 2022 Today

Changes affect:

☐ Entire school year

☐ This week until end of school year

☒ Only selected date

Bookings

Rooms

Filter

Gemma Test Test

60 Minute Individual Percussion - MC

Test Music Centre

Jane Marney test

Paired 30 Mins / Individual 15 Mins

Guitar (Classical) - School

Dundonald Primary School

Monday 04/07/2022

Tuesday 05/07/2022

Thursday 07/07/2022

Friday 08/07/2022

Saturday 09/07/2022

Sunday 10/07/2022

08

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13:09 Louisa

Waneborough

13:49 Kathv

15:00 Test Lawrie

18:00 Music

Centre

Membership

Super search

StartpageAttendanceMy StudentsMy HoursSearchStudyplan

Timetable for: TEST TEACHER Rees

Timetable for week: Week 27 (04/07 - 10/07) 2022Today

Changes affect:

☐ Entire school year

☐ This week until end of school year

☒ Only selected date

Bookings

RoomsFilter

Gemma Test Test

60 Minute Individual Percussion - MC

Test Music Centre

Jane Marney test

Paired 30 Mins / Individual 15 Mins

Guitar (Classical) - School

Dundonald Primary School

	Monday 04/07/2022	Tuesday 05/07/2022	Wednesday 06/07/2022	Thursday 07/07/2022	Friday 08/07/2022	Saturday 09/07/2022	Sunday 10/07/2022
08							
09							
10							
11							
12							
13			13:09 Louisa Wansborough				
			13:49 Kathv				
14				15:00 Test Lawrie			
17							
18			18:00 Music Centre Membership				
19							
20							
21							

These are booked lessons – Speed Admin will include these in your hours calculation and will count them as delivered (regardless of student attendance data) unless they are cancelled. Individual, paired and small group lesson are colour coded yellow.

Music Centre ensembles and classes are colour-coded blue.

In time, we plan to include school-funded clubs / ensembles / block-bookings in this category as well.

Bookings Rooms **Filter**

Gemma Test Test
60 Minute Individual Percussion - MC
Test Music Centre

Jane Marney test
Paired 30 Mins / Individual 15 Mins
Guitar (Classical) - School
Dundonald Primary School

Click the green 'Filter' button above your un-booked lessons.

Filter pupils by their 'course school' (the venue where the lessons take place). This will make allocating them to your timetable much quicker and easier!

Booking filter

Booking types:

- ☐ All
- ☐ Individual
- ☐ Activity
- ☐ Ensemble
- ☐ Make up session
- ☐ Concert
- ☐ Meeting

Home school:

Course school:

Subcategory:

Date of cancellation:

- Dundonald Primary School
- Merton Music Centre, South Wimbledon
- Test Music Centre
- Dundonald Primary School
- Merton Music Centre, South Wimbledon**
- Test Music Centre
- Test School
- Dundonald Primary School
- Test Music Centre
- Dundonald Primary School
- Merton Music Centre, South Wimbledon
- Test Music Centre
- Test School

5.00 Test Lawrie

Changes affect:

☐ Entire school year

☒ This week until end of school year

☐ Only selected date

Don't forget to select this **before** making changes to your timetable.

'Entire school year' – changes will affect all lessons past, present and future.

'This week until end of school year' – changes will affect this and future bookings.

'Only selected date' – changes will only affect the selected week's bookings (e.g. for one-off lesson rescheduling or if delivering lessons on a rota).

	Monday 04/07/2022	Tuesday 05/07/2022	Wednesday 06/07/2022	Thursday 07/07/2022	Friday 08/07/2022	Saturday 09/07/2022	Sunday 10/07/2022
08							
09							
10							
11							
12							
			13:09 Louisa Mansborough				
			13:49 Kathv				
				15:00 Test Lawrie			
			18:00 Music Centre Membership				
20							
21							

Click on a lesson to see the detail and to edit or remove the booking from the timetable.

Click on the student's name to see a timetable overview of just their lessons.

Booking information

[Remove from timetable](#) [Edit](#)

Lesson
20 Minute Individual Euphonium - School

Number of lessons
1

Number of minutes
20

Student(s)
 Test Lawrie Test
Meechan
St Matthew's CE Primary School - 3

Cancelled Lessons & Make Ups

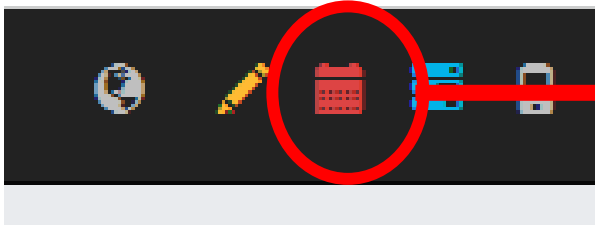
Important – Any lessons that are cancelled and should be made up (tutor absence or pupil absence due to exam / trip) must be cancelled on your timetable.

This is because all booked lessons count as 'delivered' in Speed Admin (i.e. student attendance data does not affect a lesson being counted as delivered).

Cancelling a lesson is a quick process and can be done in bulk if needed (e.g. if you need to cancel a full day of teaching due to illness).

Cancelled lessons will automatically appear in your un-booked lessons as a make up (colour coded green).

As part of the cancellation process, it is possible to email the parents/guardians of all affected pupils in one go.



Click the red calendar to open your timetable.

It is not possible to edit lesson times in this view.

On the right hand side, click the red 'x' to cancel a lesson.

Select the lesson(s) that you wish to cancel (it is possible to select multiple lessons or even to drag your cursor across a full day).

Important – if you are an ensemble leader, please speak to MMF before cancelling the ensemble!

Top tip: it is also possible to email pupil from this view – select the lessons/ensembles you want to communicate with (you can drag across an entire day for example) and then click the mail icon.

Timetable for: TEST TEACHER Rees

Timetable for week: Week 27 (04/07 - 10/07) 2022 Today

	Monday 04/07/2022	Tuesday 05/07/2022	Wednesday 06/07/2022	Thursday 07/07/2022	Friday 08/07/2022	Saturday 09/07/2022	Sunday 10/07/2022
08							
09							
10							
11							
12							
13			13:09 Louisa Borough				
			13:49 Kathy				
14							
15				15:00 Test Lawrie			
16							
17							
18			18:00 Music Centre Membership				
19							
20							
21							

Select bookings (click or click+drag to select multiple) and click "Cancel booking" to cancel the selected bookings Cancel booking Cancel

Timetable for: **TEST TEACHER Rees** Timetable for week: Week 27 (04/07 - 10/07/2022) Today

	Monday 04/07/2022	Tuesday 05/07/2022	Wednesday 06/07/2022	Thursday 07/07/2022	Friday 08/07/2022	Saturday 09/07/2022	Sunday 10/07/2022
08							
09							
10							
11							
12							
13			13:09 Louisa Wansborough				
14			13:49 Kathy				
15				15:00 Test Lawrie			

Lessons will go grey once selected.

Next click 'Cancel Booking' at the top to open the lesson cancellation window.

Cancel lesson

Cancellation cause:

Lesson Cancelled - Other Reason (Make Up Owed)

Internal comment:

Visible to super users and teachers

Public comment:

Visible to students

Reschedule Teacher / Substitute teacher:

TEST TEACHER Rees

Copy booking to substitute teacher (same day & time):

☐

Send message:

☒

Cancel booking

Cancel

Cancellation of the following

06/07/2022	13:09 - 13:39	Louisa Wansborough 30 Minute Individual Ukulele - MC	Remove cancellation
06/07/2022	13:49 - 14:04	Kathy Doherty Paired 30 Mins / Individual 15 Mins Guitar (Classical) - School	Remove cancellation
07/07/2022	15:00 - 15:20	Test Lawrie Test Meechan 20 Minute Individual Euphonium - School	Remove cancellation

Cancel lesson	
Cancellation cause:	<div>Lesson Cancelled - Other Reason (Make Up Owed) ▾ Lesson Cancelled - Other Reason (Make Up Owed) Lesson Cancelled - Other Reason (No Make Up) Lesson Reschedule Pupil Absent - Exam (Make Up Owed) Pupil Absent - Other Valid Reason (Make Up Owed) Pupil Absent - Trip (Make Up Owed) School Closed (Make Up Owed) Tutor Absent (Make Up Owed)</div>
Internal comment: Visible to super users and teachers	
Public	

Important – select the cancellation reason from the drop down.

It is possible to add an internal comment and public comment. This is useful for providing context regarding the cancellation and any planned make ups for MMF and/or parent/guardian as well as helping you to keep a record!

Internal comment: Visible to super users and teachers	<div>This comment is visible to MMF</div>
Public comment: Visible to students	<div>This comment is visible to parent/guardian</div>

Reschedule Teacher / Substitute teacher:

TEST TEACHER Rees

Copy booking to substitute teacher (same day & time): ☐

If you have arranged for another tutor to cover the cancelled lesson, you can select the tutor from this drop down (if no cover tutor, leave as your name).

If no cover teacher is selected and a make-up is owed, the lesson will appear in your un-booked lessons column ready to be re-scheduled at a later point.

If you select to 'copy booking to substitute' the lesson time will automatically be applied to their timetable. If you do not select this, the lesson will appear in their un-booked lessons as a make-up to be scheduled.

Leave this ticked to automatically open an email window with the parents/guardians of all the affected pupils as the recipients.

Send message: ☒

**Cancelled Lessons:
Quickly Emailing
Parents/Guardians**

After cancelling a lesson, by default Speed Admin will open a messaging window so you can quickly notify guardians (unless you uncheck 'send message' when cancelling).

Parents/guardians will be recipients by default.

Select 'edit recipients' to add or remove recipients.

All messages are sent individually, so GDPR compliant

Your email address will appear here, but will not be shared with recipients.

All messages will appear with the sender as your name, but from the email address:

securemail@mmf.org.uk

Any replies from parents/guardians will automatically be forwarded to your email address.

You can save your own email templates for future use!

Send message

Recipients Students 3 Parents/guardians 4 Teachers 1

Kathy Doherty Parents/guardians:1 x Louisa Wansborough Parents/guardians:2 x TEST TEACHER Rees x

Test Lawrie Test Meechan Parents/guardians:1 x Enter name, student ID, etc...

Edit recipients...

Students Including parent / guardian

Send email ☒ From Me: david.rees@mmf.org.uk Template

Lesson Cancelled - 6/7/22

A T B I U S [Icons]

Dear Parent/Guardian,

Unfortunately <ElevFornavn>'s lesson this week must be rearranged due to a conflicting commitment.

I will deliver a make-up lesson on Tuesday 9th July at school. Thank you for your understanding!

Kind regards,

Test Teacher

Preview [Icon] Export




[Icon] <Merge field> [Icon] [Icon]

Send text message ☐ Template

Send text

Save and close draft

☐ Privacy sensitive ? Send

Buttons:   

Template ▾

Student data

Student id
First name
Full name
Address line 2
Address

Add attachments or hyperlinks here.

You can use merge fields to include recipient-specific data (e.g. pupil name).

Select the merge field you want from the list and input into the body text (merge field text is in Danish, but will populate with the correct data in English!)

Select '**preview**' to scan through all recipients to check the merge fields are working correctly before sending.

Dear Parent/Guardian,

Unfortunately <ElevFornavn>'s lesson this week must be rearranged due to a conflicting commitment.

Parent/guardian: Mary Doherty

Dear Parent/Guardian,

Unfortunately Kathy's lesson this week must be rearranged due to a conflicting commitment.

When you are ready, press 'Send'

All messages are sent via
securemail@mmf.org.uk

Your full name will be shown as the
sender ID, but parents/guardians
won't see your email address

Any replies will automatically be
forwarded to you by the email system
😊

Send message

Recipients

Students 3 Parents/guardians 4 Teachers 1

Kathy Doherty Parents/guardians:1 x Louisa Wansborough Parents/guardians:2 x TEST TEACHER Rees x
Test Lawrie Test Meechan Parents/guardians:1 x Enter name, student ID, etc...

Edit recipients...

Students Including parent / guardian ▼

Send email ☒

From

Me: david.rees@mmf.org.uk ▼

Template ▼

Lesson Cancelled - 6/7/22

A ▼ T ▼ B I U S 🔥 ☰ ▼ ☷ ▼ ☷ ▼ ☷ ▼ ☷ ▼ ↶ ↷ 😊 - 🚫 </>

Dear Parent/Guardian,

Unfortunately <ElevFornavn>'s lesson this week must be rearranged due to a conflicting commitment.

I will deliver a make-up lesson on Tuesday 9th July at school. Thank you for your understanding!

Kind regards,

Test Teacher

Preview



Export ▼



<Merge field>



Send text message ☐

Template ▼

SMS text

Save and close draft ▲

☐ Privacy sensitive ?

Send

Changes affect:

☐ Entire school year

☒ This week until end of school year

☐ Only selected date

Bookings **Rooms** **Filter**

Gemma Test Test
60 Minute Individual Percussion - MC
Test Music Centre

Jane Marney test
Paired 30 Mins / Individual 15 Mins
Guitar (Classical) - School
Dundonald Primary School

06/07/2022
13:49:00 - 14:04:00
Kathy Doherty

07/07/2022
15:00:00 - 15:20:00
Test Lawrie Test Meechan

	Monday 04/07/2022	Tuesday 05/07/2022	Wednesday 06/07/2022	Thursday 07/07/2022	Friday 08/07/2022	Saturday 09/07/2022	Sunday 10/07/2022
08							
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12							
13			13:09 Louisa Wassborough				
			13:49 Kathy				
14							
15				15:00 Test Lawrie			
16					16:00 - 16:30 Louisa		
17							
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19							

The original booking will remain on your timetable, but will now appear orange as it has been cancelled.

Cancelled lessons appear as make-ups in your un-booked lessons.

These will not be included in your hour calculation until you re-book them onto your timetable at a later date.

Marking Attendance

Please aim to mark attendance on the day, as this information will now be visible to parents/guardians via their e-Portal log in.

Attendance data does not affect lesson delivery (i.e. a lesson still counts as delivered after the date of the session if it is in your timetable regardless of whether you have entered attendance data or not). Therefore any missed lessons that should be made up must be cancelled on Speed Admin.

There are three attendance types: 'Present', 'No Show (with notice)' and 'No Show (without notice)'.

Important: 'No Show (without notice)' is marked as critical – it will generate an automated email to the parent/guardian within 30 minutes of being entered. This is a safeguarding feature (e.g. in the event of a lesson at a Music Centre where the child may have travelled by themselves to the site).

The quickest and easiest way to mark attendance is via the Speed Admin App

[Download for Android / Google Play Store](#)

[Download for iPhone / iPad](#)

Select '**Attendance**' at the bottom

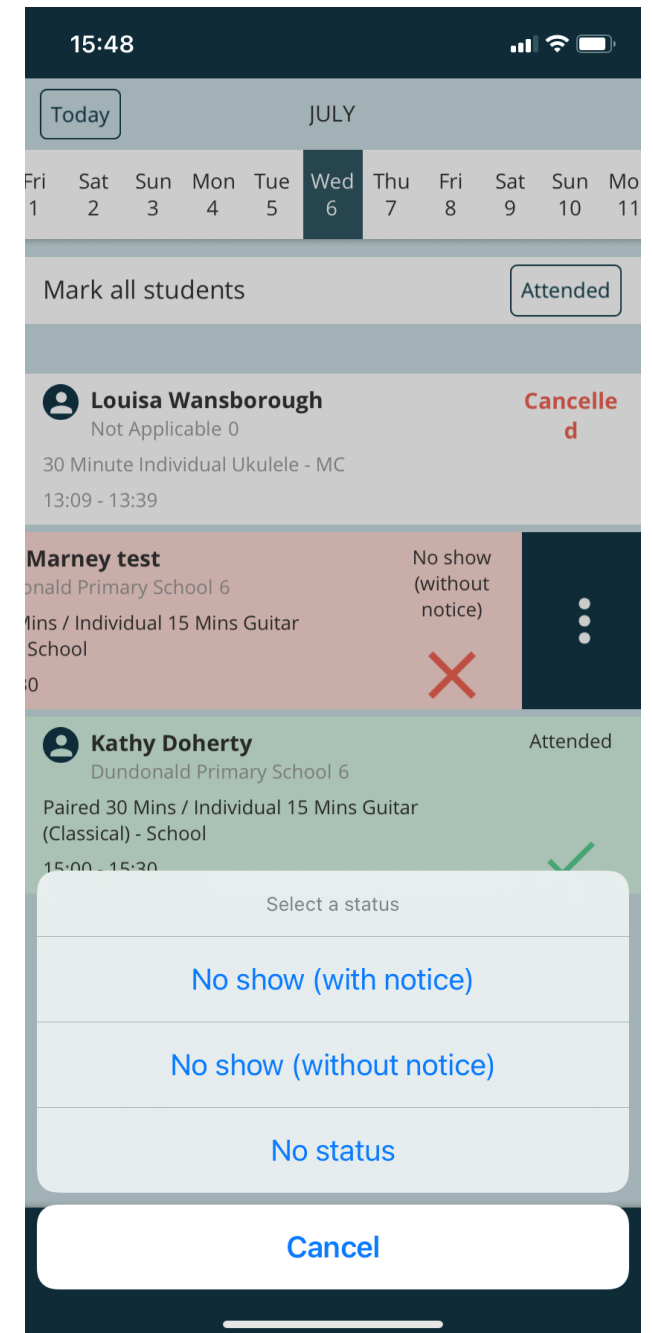
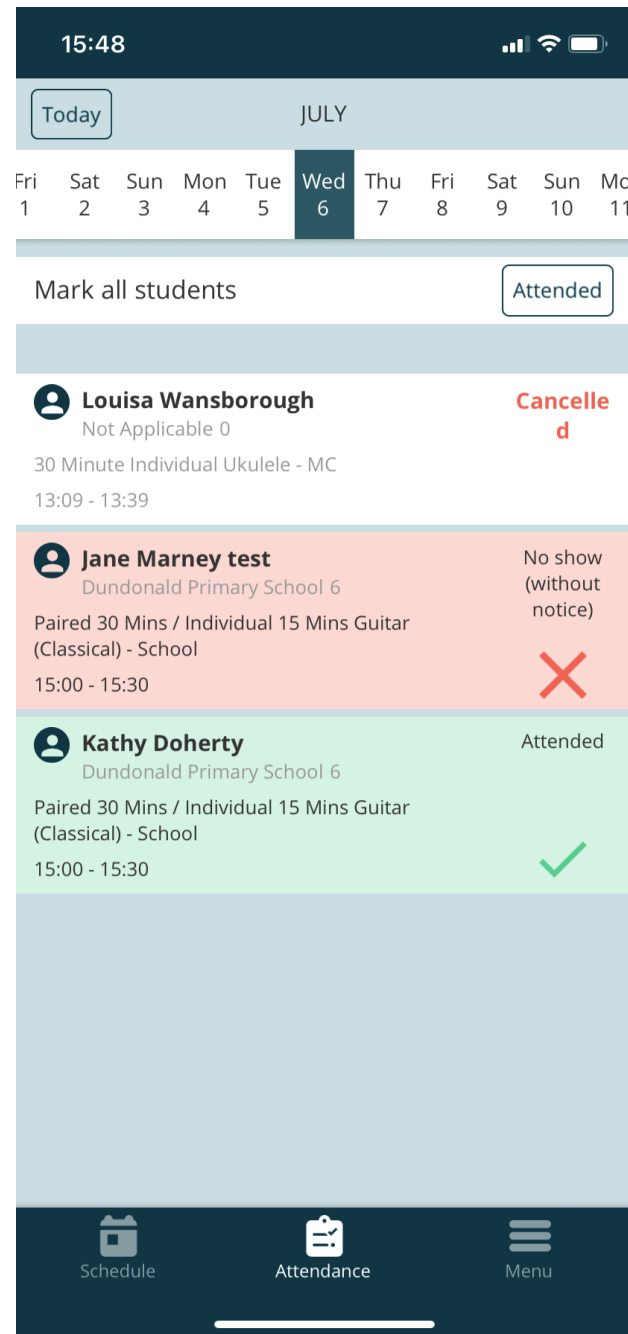
It will default to today's date – you can scroll via date along the top.

Swipe right on a student's name to mark as present (green)

Swipe left to mark as absent – then select the relevant absence type from the pop up at the bottom of the screen.

NB: Please check your schools' phone policies. Most schools forbid staff using phones in front of pupils, however some schools have stricter 'no phones out of pockets on site' rules.

It therefore may be best to mark attendance in one go after teaching, or in-between pupils – you might also choose to do so just before leaving or in the staff room.



[illegible]

This is the attendance screen.

Attendance

Select teacher and week

Hide/show options

Teacher TEST TEACHER Rees

Start week: Week 14 (04/04 - 10/04) 2022

End week: Week 25 (20/06 - 26/06) 2022

Column width: 18

Display list

View as PDF

Print

Orientation of PDF: ☐ Portrait ☐ Landscape

Select the attendance period by specifying the start and end week. You may choose to view a full term at a time, half-a-term, week-by-week etc..

Column width defines how wide the attendance columns are.

It is possible to create a printer-friendly PDF version of the attendance view for marking with pen (e.g. if you are not permitted to use a phone/device in a school).

You could print a register for the whole term by using pre-defining the start / end weeks.

Once you have selected the period, click 'Display List' to see your pupil list and enter attendance.

Absence status: ■ Attended ■ No show (with notice) ■ No show (without notice)

Other status : ■ Cancelled

Attendance list for TEST TEACHER Rees

Week:	14	15	16	17	18	19	20	21	22	23	24	25
Tuesday	14	15	16	17	18	19	20	21	22	23	24	25
2683 Louisa Wansborough 10:01 10:31												
Wednesday	14	15	16	17	18	19	20	21	22	23	24	25
2683 Louisa Wansborough 13:09 13:39												
6036 Kathy Doherty 13:49 14:04												

Simply click onto the empty white space for the relevant pupil to mark attendance. The space will change colour in relation to the attendance codes shown above.

NB: week numbers displayed are by calendar year (e.g. week 1 is first week in January).

To change days / dates / times of lessons – edit in your timetable (click on orange crayon in top right of screen).

It is possible to edit which data is visible on your register.

If you have difficulty differentiating colours, select 'Legend text' and the attendance code will be displayed as text when you click on the empty white space.

Data to include in the attendance list

- | | |
|---------------------------------------------------|--------------------------------------|
| <input type="checkbox"/> Course | <input type="checkbox"/> Subcategory |
| <input type="checkbox"/> School and grade | <input type="checkbox"/> |
| <input type="checkbox"/> Emergency contact number | Legend text (For the colour blind) |

Student Data

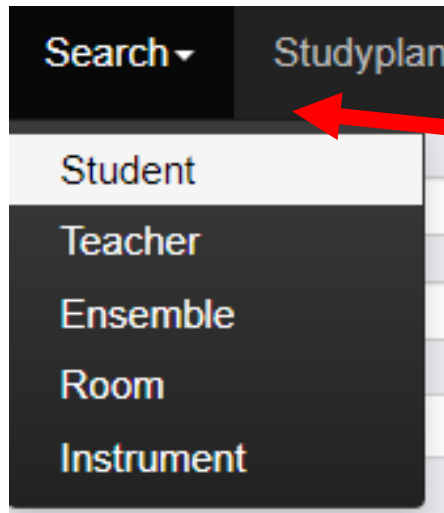
The Speed Admin e-Portal grants you access to key student data.

This data is harvested at the point of sign-up by the parent/guardian.

Some data is obfuscated due to GDPR

Student data includes:

- Name, age, gender, year group, school
- Preferred pronouns (e.g. he/him, she/her, they/them) – please address students by their preference
- Additional needs / support strategies / English as an Additional Language (EAL)
- Dietary and medical information
- Photo and e-Learning consent (NB: photo consent applies to MMF, not tutors – do not photograph your pupils). e-Learning consent is required before teaching lessons online.



From the 'Search' drop down, select 'Student'

You will see a list of all your students and it is possible to search by a range of fields including first name, surname, course etc.

Each student has a unique ID number – this is a hyperlink – click it to see the student data card

Student Id

First name

Surname

Postal code

Email

Address

Phone/Mobile

Date of birth

Course

Student filter

Active students

Search

Clear

New student

Number of rows: 5

Photo	Student Id	First name	Surname	Lesson	Ensemble	Functions
	6033	Gemma Test	Test	Percussion - MC		<div><div></div><div></div><div>Select</div></div>
	6039	Jane	Marney test	Guitar (Classical) - School		<div><div></div><div></div><div>Select</div></div>
	6036	Kathy	Doherty	Guitar (Classical) - School		<div><div></div><div></div><div>Select</div></div>
	2683	Louisa	Wansborough	Flute - MC, Ukulele - MC		<div><div></div><div></div><div>Select</div></div>
	6035	Test Lawrie	Test Meechan	Euphonium - School		<div><div></div><div></div><div>Select</div></div>

Student - Kathy Doherty 6036

Find student

Kathy Doherty - Username: kaddoh1

Display / hide

Student Id / UPN	6036 / -	Phone	You don't have sufficient rights to see this.
Date of birth	10/09/2012 9 Year - Female	Mobile phone	You don't have sufficient rights to see this. ✉
First name	Kathy	Email	You don't have sufficient rights to see this. ✉
Surname	Doherty	Created	16/06/2022
Address	You don't have sufficient rights to see this.	Menu	Student
Address line 2	You don't have sufficient rights to see this.	Comment	
Postal code	You don't have sufficient rights to see this. You don't have sufficient rights to see this.	Emergency contact number	07908569479
Prevent anonymization ?	No		
Preferred pronouns:	she/her	Space to specify preferred pronouns:	
Photo Consent:	Yes	E-Learning Consent:	No

Functions ▾

Year group Edit

Home school
Dundonald Primary School

Year group
6

- Lesson
- Ensemble
- Grade / Assessment level
- Hired instrument
- Key Info

Save

Print

Allergies & intolerances:	
Medical information:	
English as an Additional Language (EAL):	False
Media call list opt-in:	False

Age & gender

Year group/school

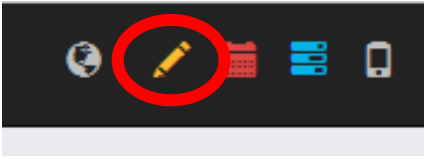
Click on 'Key Info' for medical and dietary info.

Working Time

It is possible for you to indicate your 'working time' at a school on Speed Admin

This is a way of you sharing information about your availability to take on new students at a school / venue with our administrative team

We don't expect all tutors to use this feature, but you are very welcome to if you would like to!



Go to the edit timetable view (click the orange crayon!)

Select 'Working Time'

Then select which school from the list

Finally drag along your timetable to indicate when you are available to teach in that school.

This data does not factor into hours calculation – it merely acts as a guide to the admin team as to how much time you have available in each school.

Timetable

Working time

Changes affect:

☐ Entire school year

☒ This week until end of school year

☐ Only selected date

When creating, use a season plan:

Merton Term Dates

Schedule within:

☒ Teaching day

☐ No teaching

Working time

At school:

☒ None

☐ Test School

☐ Test Music Centre

☐ Merton Music Centre, South Wi...

☐ Dundonald Primary School

☐ Hatfeild Primary School

Timetable for: TEST TEACHER Rees

Timetable for week:

Communicating with Guardians

It is possible to use Speed Admin to communicate with your pupils' parents/guardians securely via email

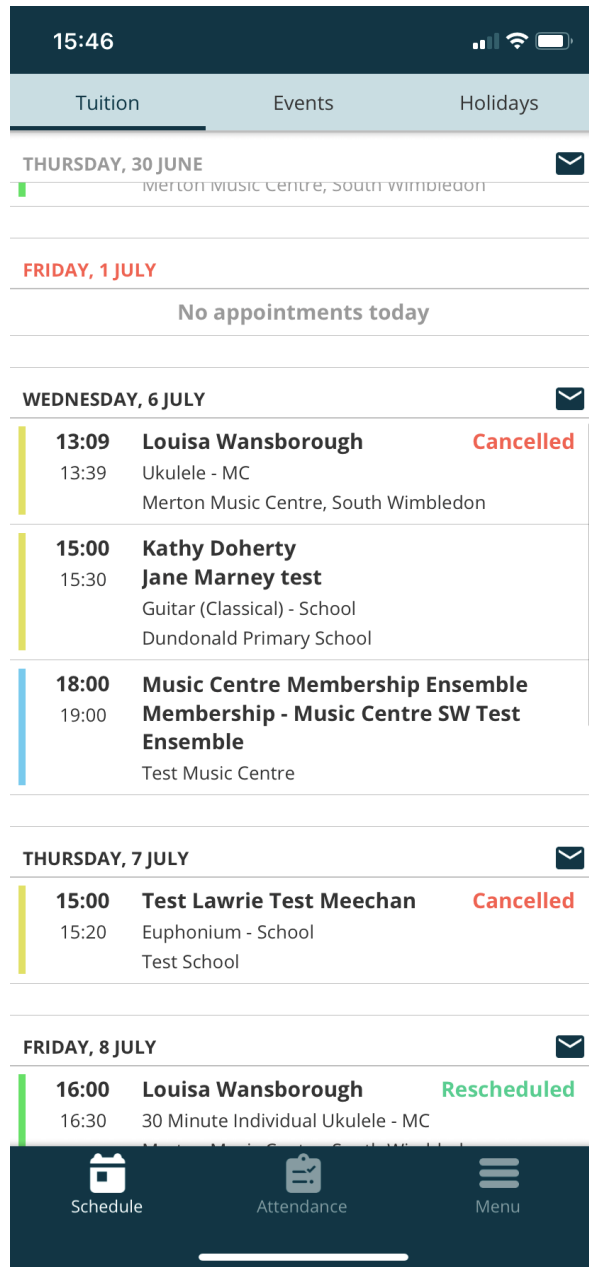
All messages will appear to the parent/guardian with your full name as the sender, but the email address will show as 'securemail@mmf.org.uk' – parents/guardians will not be able to see your email address.

Any replies will automatically be forwarded to your email.

When mass-emailing, Speed Admin will send individual emails to all recipients. It is therefore possible to use 'merge fields' to incorporate personalised recipient data (e.g. parent/guardian name, student name, course info etc)

We recommend that you use Speed Admin to communicate with parents/guardians as this is the most secure form of contact. All messages are logged, which provides you with added protection / security.

It is also possible to share lesson notes / resources with parents/guardians via the StudyPlanner – in future, students could also be given access to these materials. Initially however, we plan to continue using the paper Practice Diary as the main method of lesson tracking.



This mail icon will contact the selected pupil's parent/guardian

This mail icon will email parents/guardians of all pupils on this day (e.g. if you need to contact all of your Wednesday pupils)

