

Booking Additional Lessons

When starting new students on Speed Admin, it is necessary for MMF to define how many planned sessions the pupil will receive in order to ensure that they are billed correctly.

By default, pupils that start after the first week of teaching will be invoiced for the number of standard teaching weeks that remain in the term (e.g. a pupil starting in Week 2 will receive 9 lessons in the first term).

It is possible for tutors to request pupils be booked on for additional lessons when starting mid-term (e.g. for 30 planned sessions despite starting in week 2). Lessons could then be made up at the end of term or by delivering double or 1.5 lessons during the term.

By default, Speed Admin won't book lessons outside of the standard teaching dates. So, when booking a late-starting pupil onto your timetable, any additional lessons won't be booked and no make up will be created. Instead, Speed Admin will display an error message stating the number of un-booked lessons remaining.

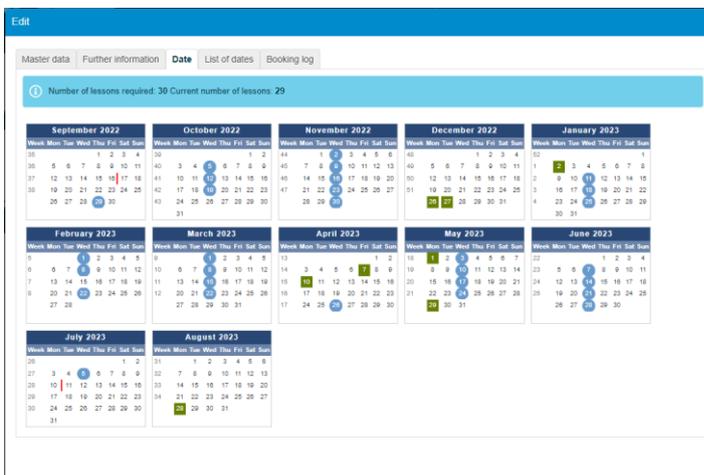
Booking Additional Lessons for Late Starters

These instructions apply to students that have been invoiced for more planned sessions than the number of standard teaching weeks that remain in the term.

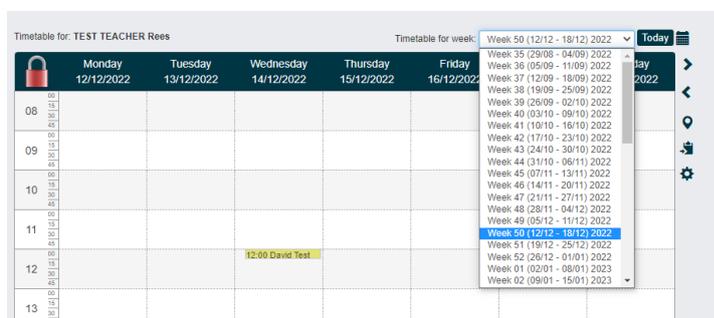
1) Access the timetable via the orange crayon in a web browser and book the pupil on from the week that they start lessons. If they are owed more lessons than the remaining number of standard teaching weeks, you will receive an error message – press ok.

	Monday 03/10/2022	Tuesday 04/10/2022	Wednesday 05/10/2022	Thursday 06/10/2022	Friday 07/10/2022
08					
09					
10					
11	11:20 David Test				
12			12:00 David Test	12:25 David Rees	
13					
14					
15					
16					

2) Click on a booking for the student to open the booking window and select the 'Dates' tab to see an overview of all of the dates that have been booked (blue blobs)

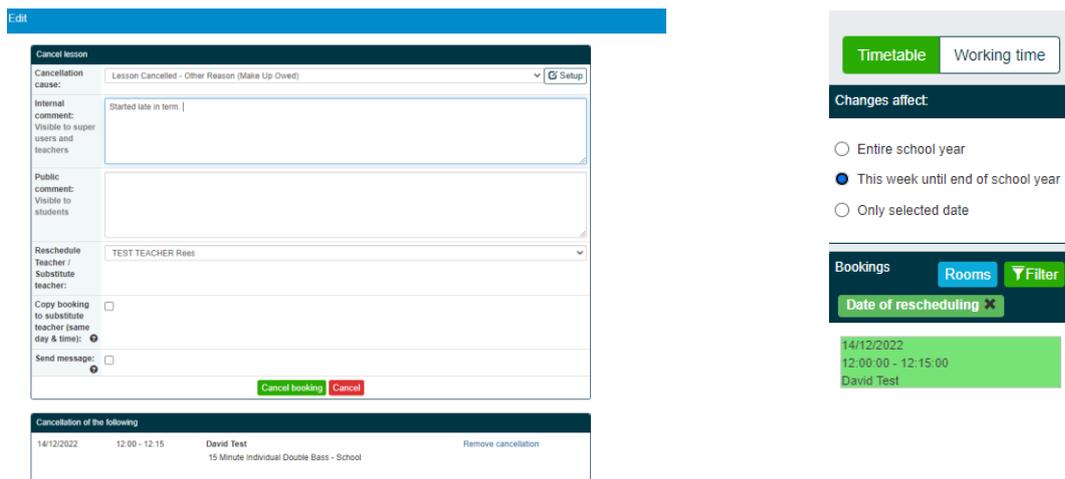


- 3) It is possible to add / remove bookings by clicking onto the calendar to add/remove blue blobs. Bookings will automatically be created and saved when doing this – the lesson time will remain the same as the original booking.
- 4) Once you have clicked onto the calendar to add or remove a booking, the total number of sessions owed and booked will be displayed in the blue banner at the top. These two numbers should be the same (e.g. 30 owed, 30 booked).
- 5) If you plan to deliver an extra week outside of the standard teaching weeks, simply book the lesson in by adding a blue blob to the relevant date.
- 6) If you plan on making up the time by teaching a double lesson or twice in one week – it is necessary to create a booking on the timetable and then cancel it to generate a make up.
- 7) Create a booking by adding a blue blob (we suggest doing this in a non-teaching week at the end of term).
- 8) Close the booking window and navigate to the booking date that you have just created – use the drop down to make this quicker.



- 9) Cancel the session with the reason 'Other Reason – Make Up Owed' and write 'started late in term' in the comment boxes.

NB: It usually won't be necessary to send a message to guardians, so you may wish to uncheck this.



- 10) It is now possible to book the make up session from the booking column to whichever date you prefer.

Por-tip – if you have lots of make ups pending, it is possible to filter by cancellation date to ensure you find the right pupil/lesson!

How To Check If Your Bookings Are Correct

Other than an error message when first booking the lessons, Speed Admin will not notify / remind you that this students lessons are under-booked.

So - we have published a list to help you confirm all of your bookings are correct.

Open the List: 'Booking Discrepancies' on the Start Page

Enter the start and end dates – we suggest 1st Sept to 31st July to view the full academic year.

This list will show you any pupils where the number of bookings on the system differs from the number that the parent/guardian has been charged for.

If the list that returns is empty – all bookings are ok.

Any positive numbers indicate an under-booked pupil (e.g. only 29 sessions booked, but 30 owed).

Any negative numbers indicate an over-booked pupil (e.g. 31 sessions booked, but only 30 owed).

Once you have identified any discrepancies, you can correct them by finding the pupil in your timetable and following the instructions above.

Lists

- [Booking Discrepancies Checker \(If data is empty, all bookings are ok\)](#)

If you get stuck – contact the MMF office, we will be glad to help!

Correct as of Sept 2022