

Cancelled Lessons & Make Ups

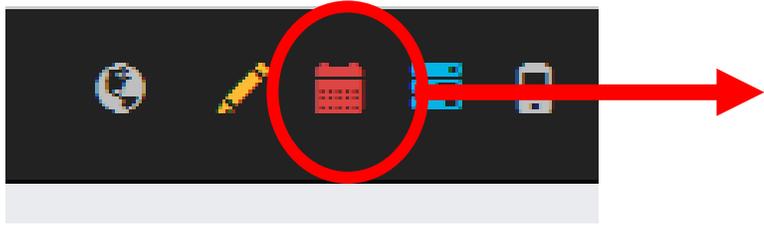
Important – Any lessons that are cancelled and should be made up (tutor absence or pupil absence due to exam / trip) must be cancelled on your timetable.

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 Lov orough				
			13:49 Kathv				
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)

	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				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 style="border: 1px solid black; padding: 2px;">Lesson Cancelled - Other Reason (Make Up Owed) ▾</div>
Internal comment: Visible to super users and teachers	<div style="border: 1px solid black; padding: 2px;">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>
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 style="border: 1px solid gray; padding: 5px; min-height: 40px;">This comment is visible to MMF</div>
Public comment: Visible to students	<div style="border: 1px solid gray; padding: 5px; min-height: 40px;">This comment is visible to parent/guardian</div>

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.

Reschedule
Teacher /
Substitute
teacher:

TEST TEACHER Rees

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

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

Send message:

Cancel booking

Cancel

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

Rich text editor toolbar showing icons for attachments, a merge field placeholder (<Merge field>), image insertion, and linking.

Template ▾

Student data

Student id	
First name	
Full name	
Address line 2	We're sorry
Address	We're sorry

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.

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 v

Send email

From Me: david.rees@mmf.org.uk v

Template v

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 v



<Merge field>

Send text message

Template v

SMS text

Save and close draft v

 Privacy sensitive ?

Send

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



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

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08							
09							
10							
11							
12							
13			13:09 Louisa Wansborough 13:49 Kathy				
14					15:00 Test Lawrie		
15						16:00 - 16:30 Louisa	
16							
17							
18							
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.