# **Music Hub Traded Services for Schools, 2023-24 Academic Year**

This document contains the Terms and Conditions for the free and traded services for schools for the 2023-24 academic year, provided by the Music Hub. To ensure a September start, all requests must be made by 31st March 2023, click on this link: [**Request tuition (speedadmin.dk)**](https://uktriborough.speedadmin.dk/v2/tuition/schooltuition/request)**.** If you wish to discuss new Music Hub Service requests please email [**MusicSLA@triboroughmusichub.org**](mailto:musicsla@triboroughmusichub.org)**.**

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# **Traded Services offered**

**Charged Rates:**

* 1. **Standard Rate, £41ph**: Instrumental / Vocal Teaching In-school: £41ph (Standard Rate)

Individual, paired, small group teaching, or whole class support teacher.

* 1. **Lead Rate, £43ph**: Whole-class Instrumental Lead Teaching / Ensemble Leading In-school

## **Buy in instrumental and vocal tuition £41 per hour**

* Lessons can be delivered in school by a tutor
* Lessons can be delivered via online digital platform
* Small group (up to 4 pupils), paired or one-to-one lessons depending on the needs of the school
* In 30-minute lesson slots
* In school curriculum time, or in some cases after school
* Runs for 10 lessons per term (additional lessons available on request)
* Schools must provide adequate and appropriate teaching spaces
* It is at the discretion of each school if charges are passed to parents/carers, but please note that schools should consider PPG funding to support students.

Cost for independent schools is £51 per hour

## **Buy in tutors for ensemble****/choir leadership, or enrichment £43 per hour**

* Each separate ensemble must include an additional 30 minutes of paid non-contact time for the tutor to plan, set up and pack down.
* This applies to all provision where the tutor is working with five or more pupils. Includes Rock Band, String Ensemble, Singing Assembly, and Orchestra (other ensembles/choirs available on request).
* Runs for 10 lessons per term (additional lessons available on request)

Cost for independent schools is £51 per hour

## **Whole Day Music Teacher for primary schools, £280 per day**

**Cost: £280 per day (equivalent of £40ph)** any additional hours at standard tutor hourly rate of **£43**

*Please note that this offer is subject to detailed agreement of a bespoke programme for the school. In some circumstances more than one tutor may fulfil this whole-day offer*.

Buy-in a music tutor from the Tri-borough Music Hub to deliver a bespoke package of school music. Where possible, the tutor(s) deployed will hold QTS, but this is not guaranteed.

* The teacher is in school for seven hours
  + Six hours of \*contact time
  + 30 mins scheduled non-contact time (to include set-up, pack down)
  + 30 mins PPA time (this may happen in school or off-premises depending on arrangement)
  + Must include a total of one hour of breaks with 45 min minimum lunch (at no cost to school)
* Start at any time from 08:00 to 09:00, depending on the school day
* Runs for 10 lessons per term (additional lessons available on request)

Schools may wish to pay an additional agreed amount of time per term (e.g. 3.5 hours) for the TBMH tutor to undertake additional above-and-beyond duties that the school may request, such as writing reports, assisting with formal assessments, creating bespoke school resources (SoW etc). This would need to be agreed at the start of each term with clarity of expectations.

**\*Contact time** is tailored to school requirements and can include:

* Whole Class curriculum lessons
* Whole Class Instrumental Learning.   
  N.B. Resources licences for our groove ‘n’ play and Rastamouse series are included when using our tutors
* Ensemble tuition and 1:1/paired/small group lessons (dependent on tutor skills/experience)
* Choir and/or singing assemblies

Cost to Independent Schools: £350 per day, £51 for additional hours.

## **Whole Class Instrumental Learning (WCIL) programmes (Year 1 to Year 7)** **Buy in delivery from our tutors**

### **Cost: All costs are calculated** at the tutor hourly rates of:

* Lead Teacher - £43ph plus additional 30 mins (15 mins PPA, and 15 mins set-up/pack down)
* Support Teacher - £41ph additional 15 mins (set-up/pack down)

**Note:**

All whole class teaching involves additional paid time for PPA + Instrument set-up/pack down:

* Lead teacher: 30 mins per week:
  + 15 mins per week for PPA, and
  + 15 mins set-up/pack-down
* 15 mins per week instrument maintenance and set-up/pack-down for the Support Tutor.

The additional paid set-up/pack down time only applies once if teaching two (or more) of the same classes back-to-back. However, if there is a change of teaching resources between two classes a second set-up/pack down charge would be applied.

### Buying in TBMH tutors - indicative cost **per ten-week term**, per class

* 30 mins contact time:
  + £430 per ten-week term, per class – 1x tutor
    - Lead Tutor: 30 mins contact, plus 30 mins PPA/instrument set-up & pack down @£43ph
  + £737.50 per ten-week term, per class – 2x tutor
    - Lead Tutor: 30 mins contact, plus 30 mins PPA/instrument set-up & pack down @£43ph
    - Support Tutor: 45 mins contact, plus 15 mins PPA/instrument set-up & pack down @£41ph
* 45 mins contact time:
  + £537.50 per ten-week term, per class – 1x tutor
    - Lead Tutor: 45 mins contact, plus 30 mins PPA/instrument set-up & pack down @£43ph
  + £947.50 per ten-week term, per class – 2x tutor
    - Lead Tutor: 45 mins contact, plus 30 mins PPA/instrument set-up & pack down @£43ph
    - Support Tutor: 45 mins contact, plus 15 mins PPA/instrument set-up & pack down @£41ph
* 60 mins contact time:
  + £645 per ten-week term, per class – 1x tutor
    - Lead Tutor: 60 mins contact, plus 30 mins PPA/instrument set-up & pack down @£43ph
  + £1,157.50 per ten-week term, per class – 2x tutor
    - Lead Tutor: 60 mins contact, plus 30 mins PPA/instrument set-up & pack down @£43ph
    - Support Tutor: 60 mins contact, plus 15 mins PPA/instrument set-up & pack down @£41ph
* Resource licence is free when buying in TBMH tutors for duration of SLA

### WCIL Programme Delivery Options

* Programmes run 10 weeks per term in school curriculum time
* can be delivered in three different ways
  + by two TBMH tutors; or
  + by one TBMH tutor (working alongside a school-based adult); or
  + the resource licence can be purchased from the hub and delivered by the school.
* Some programmes need a minimum of two hub tutors, or school staff with the required instrumental skills.

Delivery model (and class length):

* 30 mins – suitable for KS1 only
* 45 mins – for KS1 or KS2
* 60 mins – for KS2 or KS3

### Programmes

|  |  |  |  |
| --- | --- | --- | --- |
| **Programme** | **Year Group** | **Delivery Focus** | **Minimum Tutors** |
| Rastamouse | 1/2 | Curriculum / Instrumental and voice | 1 |
| Ukulele, Sticks and Songs | 2/3 | Curriculum / Instrumental and voice | 1 |
| Fiddle, Sticks & Songs | 2/3 | Curriculum / Instrumental and voice | 1 |
| Recorder, Sticks and Songs | 3/4 | Curriculum / Instrumental and voice | 1 |
| FIFTHS | 4/5 | Curriculum/ multi-instrumental and voice | 1 |
| FIFTHS 2 | 5/6 | Curriculum / multi-instrumental and voice | 1 |
| **#**Brass (mixed) | 4/5/6/7 | Multi-instrumental | 2 |
| **#**Guitar and Mini Bass | 4/5/6/7 | Multi-instrumental | 2 |
| **#**Strings (mixed) | 4/5/6/7 | Multi-instrumental | 2 |
| **#**Woodwind (mixed) | 4/5/6/7 | Multi-instrumental | 2 |

**# Two tutors or staff members needed**

## Enhancing Whole Class Instrumental learning (WCIL) in your school

WCIL is most successful when the class or school-based music teacher plays an active part alongside our tutors to support the progression and development of the pupils. This also builds capacity for your staff. If a class teacher is not able to be involved in this learning, then another school-based adult (e.g. TA with the required instrumental skills) will be expected to actively participate in all learning alongside the pupils and assist with classroom management.

* The most appropriate programme for your school can be discussed with managers at the hub.
* Encourage pupils to take their instruments home, where possible and appropriate.
* An interactive whiteboard (or computer linked to projector) and good quality sound system is needed for all programmes;
* An appropriate teaching space is needed with room for pupils to play and handle instruments and where the sound will not disturb other pupils and staff. The teaching space set-up prior to a session is a school responsibility (i.e. TBMH tutors should not move hall/gym equipment). If multiple whole-class lessons are taking place within one day, considerations in this regard will need to be made when timetabling and using teaching space(s).
* A space where instruments can be safely stored between sessions, if instruments are not going home with pupils.

### **Buying a GnP Programme License for in-house school delivery** **Cost: £150 per licence, plus £50 for centralised INSET**

Schools can purchase a ***groove‘n’play/Rastamouse*** lifetime licence for each programme as a one-off cost and deliver it in-house. The cost of each licence is **£150**, plus **£50** for the accompanying CPD session (highly recommended).   
**Note:** There is **no licence cost for schools buying-in Tri-borough Music Hub tutors** to deliver the programmes. The licence expires at the end of the TBMH delivery period so if you choose to move to in-house delivery, a charge of £150 per lifetime licence will be made.

Schools may also wish to purchase additional **Groove@Home** resources – more information [HERE](#_Tell_me_about).

## **Quality and Standards: Strategic advice on music provision in your school**

**Cost: Daily rate or pro rata, £400**

Buy in the expertise of senior Tri-borough Music Hub staff (or associated consultants) to offer guidance on enhancing your music provision, e.g.

* Review of the quality and standards of school music curriculum and delivery;
* Support and advice on, or quality-assurance of, non-TBMH music provision;
* Deep Dive advice; or
* A bespoke package of support based on your school’s needs.

Cost to Independent Schools: £500 per day or pro rata

## **Instrument Hire for schools**

The Tri-borough Music Hub has a stock of instruments that can be hired by state-maintained schools in the Tri-borough area. This heavily subsidised scheme is subject to availability, is not guaranteed. We only hire to Independent Schools in exceptional circumstances, with price negotiated based on request.

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| --- | --- | --- |
| **Cost** | **Class set (25-30 pupils) for WCIL programmes** | **Individual instruments for individual or small group lessons** |
| When using TBMH tutors for delivery | **£100** per class set per term | **£10** per instrument per term |
| If not using TBMH tutors for delivery | **£300** per class set per term | **£20** per instrument per term |

## **Professional Development**

Some specific targeted CPD sessions may be charged for – details relating to each course will be published when events are programmed according to need and circumstance.

## **Performance Events**

Throughout the year a range of Performance events will be programmed according to need and circumstance.

* Some are free to access to participate across all Key Stages (exact events to be determined), e.g. Infant Voices (KS1); Instrumental playing days (KS2/3); Future Sounds (KS3/4/5).
* Some events may involve a small participation charge (e.g. Christmas Festival (KS2) - £50 per school, plus optional support visit £50) – more details will be published when they are known.

Due to capacity, we are unable to invite Independent schools to access the performance programme, unless through a specific strategic agreement.

1. **FREE Whole Class Instrumental Learning (WCIL) GnP licence**   
   (for state-maintained schools)

Over many years, the TBMH has developed its own Whole Class Instrumental Learning (WCIL) resources through the commission of bespoke programmes from composer Sally Greaves. The ***groove‘n’play*** (<https://www.groovenplay.com/>) class ensemble series give pupils the opportunity to develop their music skills, knowledge, language and understanding, as well as developing instrumental technique. See [HERE](#_Tell_me_more) for more information about GnP.

The TBMH will provide one FREE Whole Class lifetimelicence for ONE **groove’n’play** programme (to be delivered by the school), plus free CPD for one teacher online or at a centralised venue, and the programme resource. This is worth £200 to the school - £150 for the license, and £50 for the CPD. The resource will only be provided following attendance at CPD. Please note that due to licensing agreements, the Rastamouse programme does not form part of this offer.

The programmes:

* are a progressive series of first-access musical learning resources from Years 1 to 7
* take a comprehensive approach to the initial stages of learning to play an instrument
* are the starting point of a long-term progression route and access to pathways beyond the programmes
* are resource packages that include high-quality visual and audio resources with a teaching book including session plans, teaching notes and learning outcomes
* are resources which are flexible and can be used according to the skill and experience of the person(s) delivering the programme.

|  |  |  |  |
| --- | --- | --- | --- |
| **Programme** | **Year Group** | **Delivery Focus** | **Minimum Tutors** |
| Ukulele, Sticks and Songs | 2/3 | Curriculum / Instrumental and voice | 1 |
| Fiddle, Sticks & Songs | 2/3 | Curriculum / Instrumental and voice | 1 |
| Recorder, Sticks and Songs | 3/4 | Curriculum / Instrumental and voice | 1 |
| FIFTHS | 4/5 | Curriculum/ multi-instrumental and voice | 1 |
| FIFTHS 2 | 5/6 | Curriculum / multi-instrumental and voice | 1 |
| \*Brass (mixed) | 4/5/6/7 | Multi-instrumental | 2 |
| \*Guitar and Mini Bass | 4/5/6/7 | Multi-instrumental | 2 |
| \*Strings (mixed) | 4/5/6/7 | Multi-instrumental | 2 |
| \*Woodwind in C (mixed) | 4/5/6/7 | Multi-instrumental | 2 |

N.B. Samples of each of these outstanding resources may be reviewed at:

<https://www.triboroughmusichub.org/school-services/whole-class-instrumental-learning-programmes/>

N.B. \* for programmes asterisked above, a minimum of two staff members with the required instrumental skills is required

**To redeem your free GnP programme:**

1. Email [musicsla@triboroughmusichub.org](mailto:musicsla@triboroughmusichub.org) indicating which programme your school chooses
2. Provide name and email details of contact person that will be attending the training
3. Check that you have the requisite instrument resources to deliver the programme.   
   More details about this can be found here: <https://www.triboroughmusichub.org/school-services/whole-class-instrumental-learning-programmes/>

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# **Tell me more about**

**groove ‘n’ play vocal and instrumental programmes provide a music curriculum** that supports musical progression in line with the National Curriculum for Music and includes:

* performance through playing and singing (sticks & songs, multi-instrumental programmes)
* reading and playing from notation with an understanding of the inter-related music dimensions (e.g. dynamics, tempo, structure)
* range of music styles, genres and traditions to increase knowledge and understanding of music
* extended listening and extension activities related to music and other curriculum areas

The high-quality curricular resources are intended to support the development of a child’s musical talents and skills as performer, creator, and listener. This is achieved through the scaffolded learning that groove ‘n’ play classroom programmes provide.

Children will be able to:**​**

* understand and demonstrate initial instrumental and playing technique
* sing in a range of musical styles both in unison and parts (sticks & songs, multi-instrumental programmes)
* respond to musical directions and notation linking sound and symbol
* perform as part of a whole-class ensemble

Children will also:​

* develop their ability to work effectively as part of a team
* build increased confidence and self-esteem through engagement in varied activities and performance
* gain experience in how to attain high standards of performance and an improved understanding of the process and the work that is necessary in order to achieve this

Through self-evaluation, analysis and increased musical understanding each child is supported to reach the attainable and challenging goals.

**Lifetime licences for groove ‘n’ play classroom programmes** include:

* teacher’s book (print resources) including: permission to photocopy/print materials
* teaching classroom delivery assets (electronic resources)
* access to National Curriculum related information
* access to groove ‘n’ play planning and progression curriculum support materials

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# **Tell me about**

**groove@home provides additional resources** to support a child’s learning beyond the groove ‘n’ play classroom in order to support individual independent practice resulting in the further raising of music standards. It is recommended that groove@home be used:

* by individual children as a follow up to work in the classroom
* as additional resources to complement groove ‘n’ play whole class programme delivery

**Annual licences for groove@home online** include:

* access to easy to use online animated programme resources
* scaffolded imaginative and engaging learning tasks
* unlimited access at home and school

**Buying a Programme License for at home use**

Schools can purchase an annual license for £30 per programme for unlimited use across their school.

# **Terms & Conditions of the Music Hub Service Level Agreement**

PARTIES  
This Music Service Level Agreement (SLA) is made between the school (the Client) and the Tri-borough Music Hub (the service provider, TBMH). Both parties agree to act in good faith and in a reasonable and timely manner with regard to the operation of the Agreement.

# DURATION

By signing to undertake this SLA with the TBMH, the school understands that tutors will be booked based on their requests, and must agree to honour the commitment. The TBMH provides a professional service for all involved – the school, the tutors who are booked to deliver the teaching, and the TBMH itself.

When the TBMH receives requests from school they will undertake timetabling of tutors, from which tutors are issued employment contracts. Schools must recognise that employment contracts must be adhered to and it is not possible to change the agreed teaching hours within a term. Any changes in provision can be made by the School by giving notice before the preceding half-term break, and these changes will come into effect at the start of the next term.

In the unlikely event the TBMH is unable to meet the SLA request with available tutors, they will engage in conversation with the school to find a resolution.

The duration of this SLA is effective for **one academic year** unless agreed otherwise between TBMH and school.

There will be 10 lessons taught per term, unless otherwise agreed in advance between the school, the Music Hub and the tutor.

***Note****: any additional teaching hours or weeks above the agreed service provision must be arranged in advance between schools and Tri-borough Music Hub Managers. Schools must not engage Hub tutors in private arrangements.*

INTENT  
The purpose of this arrangement is to provide schools with the opportunity to purchase additional high-quality instrumental/vocal tuition, support, training and/or advice on all aspects of music provision. The Tri-borough Music Hub will work collaboratively with schools to support the selection of instrumental tuition programmes that best meet the needs of the individual school.

# SERVICES OFFERED TO THE CLIENT

* A full range of services offered to clients has been shown
* To ensure September start, all requests must be made by 31st March 2023**.** The programme of tuition selected will be agreed between the school and the service.

*Note: Provision may be dependent on the availability of tutors with the appropriate lead or support skills necessary for the specific roles, and instrument stock.*

SPEED ADMIN (Management Information System)

The TBMH has moved to a new Management Information System, called Speed Admin, and this is how all services will be managed. There is a detailed guide as an Appendix in this document ([**HERE**](#_APPENDIX_A_–)) that lists how schools access this and use their unique log-on to manage all aspects of their SLA with us. The TBMH will ensure clarity of communication about all aspects of this new development. Schools should use Speed Admin to update pupil-level information throughout the year (e.g. information on SEND, EHCP, FSM etc) so that we can ensure the learners have the best experience.

TRI-BOROUGH MUSIC HUB RESPONSIBILITIES  
The Tri-borough Music Hub shall:

1. Ensure that all programmes will be planned and monitored.
2. Ensure that the agreement between the school and the service provider with regard to the programme required is fully understood.
3. Ensure that the school is kept fully informed of any changes or concerns that may arise in order that action can be taken as soon as possible. This is particularly important if it is perceived that additional support be needed.
4. Provide the school with high quality instrumental tuition, support, advice and/or training through the provision of a well-trained, well-informed, and professional team.
5. Commission additional services/providers if required to meet the needs of the school.
6. Support rigorous self-evaluation and continuous improvement in each school.
7. Promote high quality teaching and learning.
8. Facilitate collaborative partnerships between schools which identify, build upon and disseminate excellent and effective practice.
9. Ensure that all staff have satisfied the required safeguarding checks for work with children and young people.
10. Ensure the school is notified, when a tutor is ill and unable to attend, by 9.30am on the named day.

DELIVERING THE SERVICE  
The services will be delivered by Instrumental / Vocal Tutors from the Tri-borough Music Hub tutor pool, TBMH Lead Teachers or TBMH Provision Managers.

1. The TBMH will attempt to provide cover when a tutor absence is known in advance (e.g. if they are self-isolating) but this cannot be guaranteed. The TBMH is not able to provide same-day cover / a deputising tutor in instances of last-minute illness.
2. In most cases missed lessons can be made up by the usual tutor later in the same term, or the next term. In instances where this is not possible the school will only be billed for the lessons that took place.
3. The TBMH will always strive to minimise impact on schools due to tutor illness / absence.

SCHOOL RESPONSIBILITIES  
To enable the service provider to deliver a service of the highest quality, the Client shall:

1. Ensure that the exact requirements of the service purchased are agreed in advance with the TBMH by at least the end of the term prior to the commencement of the provision.
2. Agree all teaching dates in advance with the TBMH tutors – please refer to recommended TBMH teaching dates.
3. Ensure that agreed dates are honoured, and that notification of essential cancellation is reported at least one week in advance via email to the TBMH and affected tutors. Schools will be charged for late cancellation (less than 7 calendar days).
4. Ensure that the Speed Admin MIS is used to regularly update pupil-level information and to check accuracy of SLA arrangements. This will benefit both parties.
5. Comply with any requests for information to enable the monitoring and evaluation of the service
6. Ensure that the requirements of the tutor are met so that the service can be delivered effectively and efficiently. These requirements are listed below:
7. a designated fixed school-adult (preferably a class teacher) *with the required instrumental skills* to be present at all times during delivery of whole class sessions and actively involved with the learning
8. learning support assistants remain in the class during the session to support the music learning of their pupils
9. a suitable room be provided for the delivery of the tuition, that is of adequate size for the activity, free from distraction and any obstacles, where it is appropriate to play music without disturbing other activities in school
10. the room provided to be consistent every week, with prior notice of any room changes, and suitable alternatives provided if strictly necessary
11. An interactive whiteboard (or computer linked to projector) and good quality sound system is needed for all programmes
12. a suitable space be provided where instruments can be stored safely away from any risk of damage through heat, damp and obstruction. (NB: Schools will be expected to reimburse the cost of repairing or replacing loaned instruments or instrument parts that are either lost or damaged due to wilful neglect or poor handling by pupils, or inadequate storage arrangements.)
13. follow-up tasks, as can be reasonably expected to be performed by the class teacher before the start of the next session, are completed on time to allow the smooth running of the next session. Some examples may be: labelling instruments; providing children’s name stickers; copying of written resources
14. the school will undertake to meet the cost of replacement accessories (e.g. clarinet reeds, violin strings) incurred during the course of tuition
15. the school will undertake to meet the cost of damage or repair to TBMH loan instruments caused by wilful neglect or inadequate storage arrangements during the period of the loan
16. use of school Wi-Fi to access online teaching resources
17. Respond as may reasonably be expected, to requests for the submission of data required for the purposes of monitoring and self-evaluation of the service, and for Arts Council returns for which continued central funding depends.
18. Honour the agreement between the school and the Tri-borough Music Hub for the provision of tutors.
19. Not inappropriately seek to employ the same TBMH tutors by private agreement to work directly for the school, within an 18-month period of the tutor(s) working in the school.

QUALITY AND REVIEW  
Schools’ feedback is actively sought, and schools are encouraged to feedback directly to the Tri-borough Music Hub Leadership team.

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# CHANGE CONTROL

* This Service Level Agreement will be reviewed on an annual basis to ensure it remains appropriate for the service it provides and the requirements it places on the wider organisation.
* Further activities may be incorporated into the SLA as the needs of both parties develop, and the service has to adapt to accommodate changes in need, or to take on additional roles.

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# BILLING AND PAYMENT

* The school will be invoiced in advance on a termly basis.
* Invoices for additional services bought during the year, will be sent separately by the TBMH.

Any enquiries regarding school finance should be directed to the TBMH Business Manager, Alex Wood, [alex.wood@rbkc.gov.uk](mailto:alex.wood@rbkc.gov.uk)

CHARGING PRINCIPLES  
Please note that Tri-borough Music Hub chargescover all personal on-costs involved with recruitment of staff and reflect the specialist training, experience and skill of the tutors.

RESOLVING DISAGREEMENTS  
Any concerns or complaints about the level or quality of the services should be made to:

* Jane Da Costa, Tri-borough Music Hub Deputy Head
* Lyric Hammersmith, King Street, London, W6 0QL
* Tel: 020 3745 6024 Email: [Jane.DaCosta@rbkc.gov.uk](mailto:Jane.DaCosta@rbkc.gov.uk)

If the school wishes to, they can contact:

* Stuart Whatmore, Head, Tri-borough Music Hub
* Lyric Hammersmith, King Street, London, W6 0QL
* Tel: 020 3745 6027 Email: [stuart.whatmore@rbkc.gov.uk](mailto:stuart.whatmore@rbkc.gov.uk)

Any concerns or complaints by school staff or children and young people about treatment by Tri-borough Music Hub staff should be made in the first instance to the TBMH Head or Deputy Head by a Senior member of School staff. If mutual confidence in the continuation of the SLA cannot be restored, either party may terminate it by giving three months’ notice (or have given notice by the half-term break).

CONTACT DETAILS  
The Tri-borough Music Hub is based at the Lyric Theatre, Hammersmith and can be contacted as follows: 020 3745 6024, [@TBMHMusic](https://twitter.com/TBMHMusic), [www.triboroughmusichub.org](http://www.triboroughmusichub.org)

# **APPENDIX A – SPEED ADMIN (MANAGEMENT INFORMATION SYSTEM)**

***Speed Admin* School Registration Guide**

1. Graphical user interface, application, Word

   Description automatically generatedIf using Speed Admin for the first time, click ‘Forgotten Password’, enter your email address, and then create a new password. This will then give you access.
2. A screenshot of a computer

   Description automatically generated with medium confidenceWhen logged in, you will see your home page. Please click ‘School Year’ at the top to change it to ‘School year 23/24’:
3. Once ‘school year 23/24’ is selected, click on ‘Request school provision’ to book tuition:

A screenshot of a computer

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1. Graphical user interface, application

   Description automatically generatedYou will then see all the provision available to request when scrolling through, ranging from Curriculum, Whole Class, and Ensembles/Choir, Small group/Individual Tuition. To read in more detail about the provision you are interested in, click ‘Show more”:
2. Information on the clicked provision will appear. If interested in the provision, click ‘Request tuition’ and ensure it is for the 2023-24 academic year:

Graphical user interface, application

Description automatically generated

1. A screenshot of a computer

   Description automatically generated with medium confidenceThis will then take you to the form as below. Ensure you fill in each field as accurately as possible and to summarise what you would like in the ‘Further Comment’ box at the bottom. Then click ‘Submit’ and your request will be sent to TBMH:
2. TBMH will then receive your Request. If interested in booking another provision, follow from step 3 onwards again.