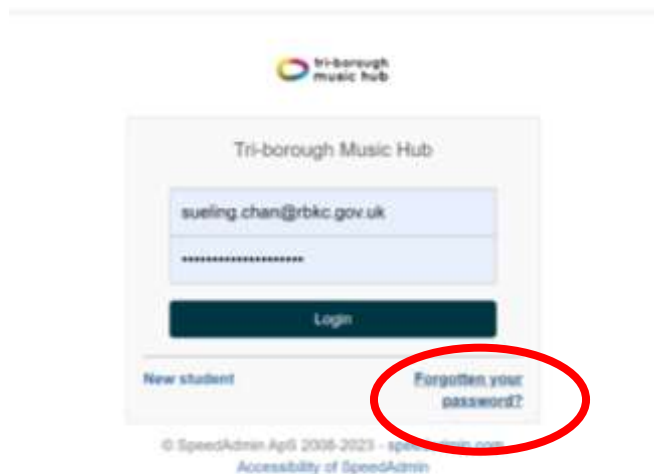
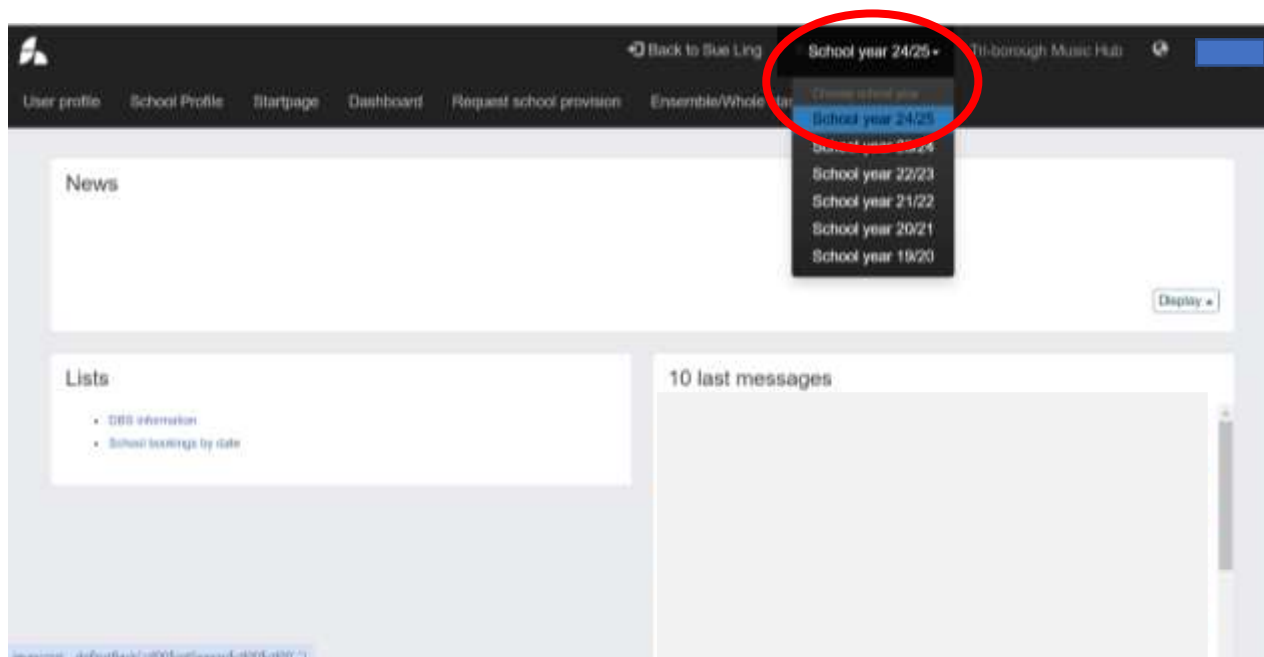


Speed Admin School Registration Guide

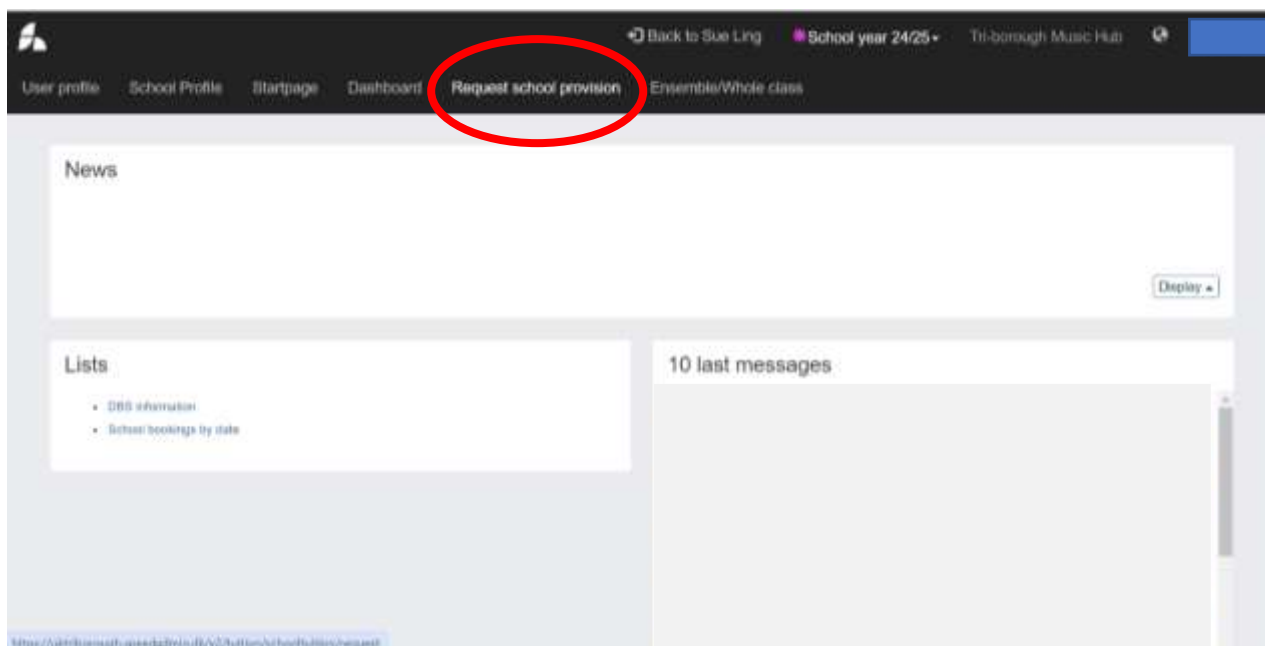
1. If using Speed Admin for the first time, click 'Forgotten Password', enter your email address, and then create a new password. This will then give you access. If you have accessed Speed Admin before, please enter the same email and password that you used.



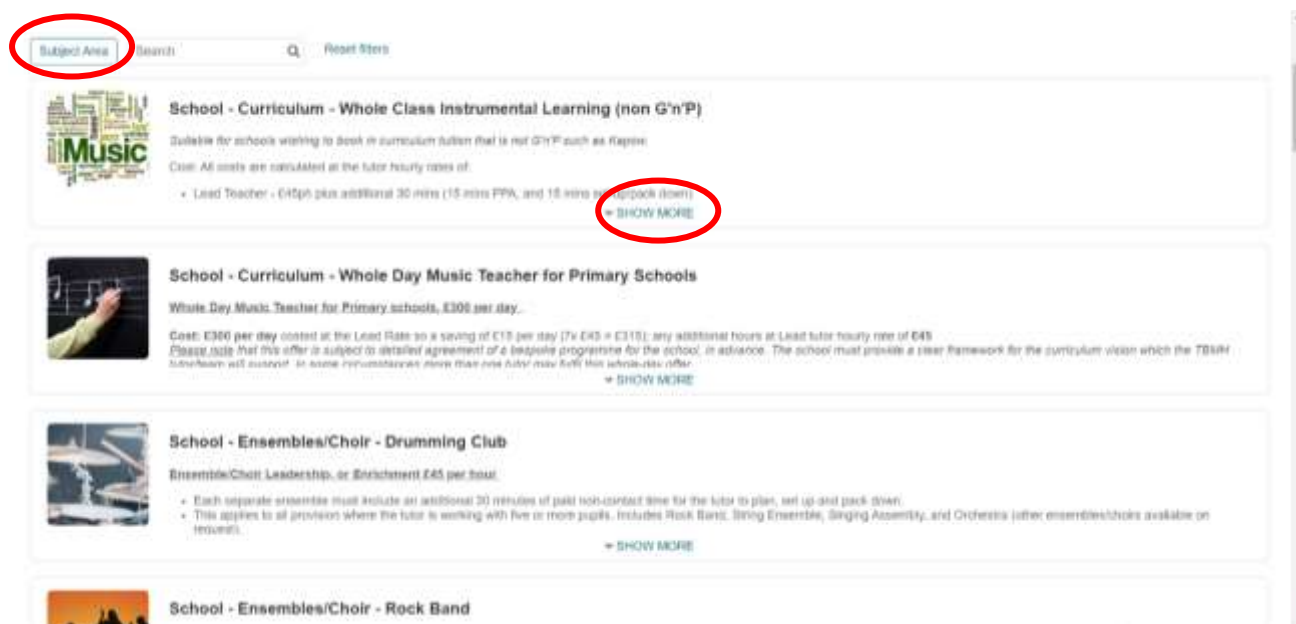
2. When logged in, you will see your home page. Please click 'School Year' at the top to change it to 'School year 24/25':



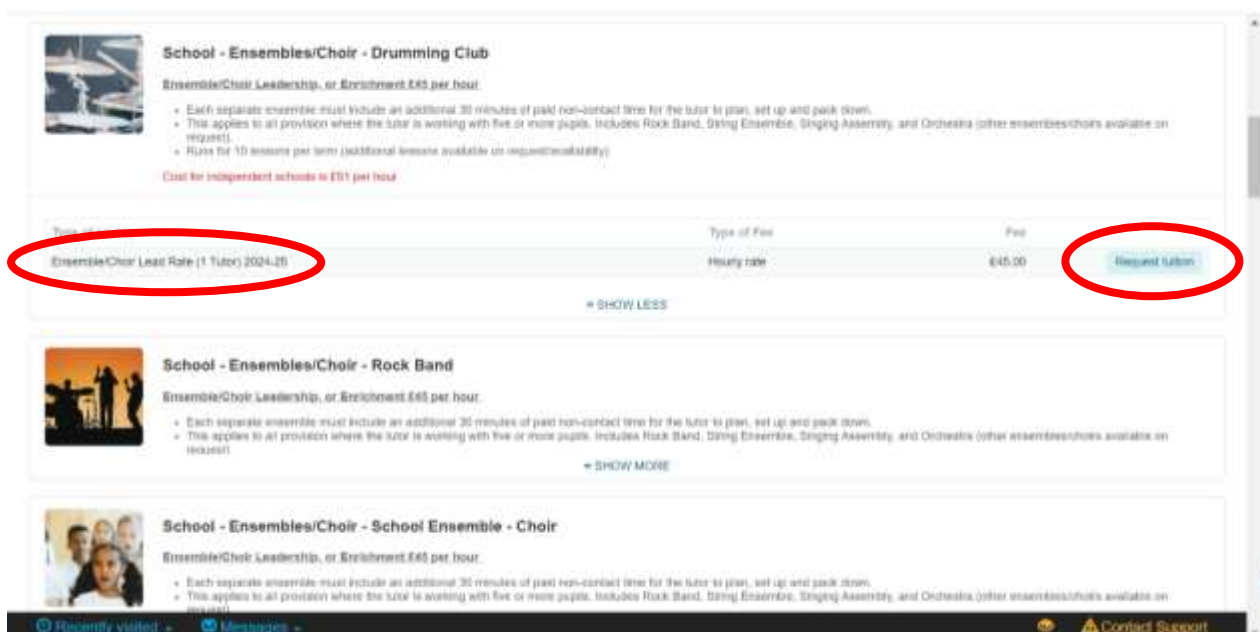
- Once 'school year 24/25' is selected, click on 'Request school provision' to book tuition:



- You will then see all the provision available to request 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'. Click 'Subject Area' to view certain provision:



- Information on the clicked provision will appear. If interested in the provision, click 'Request tuition' and ensure it is for the 2024-25 academic year:



School - Ensembles/Choir - Drumming Club
 Ensemble/Choir Leadership, or Enrichment £45 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).
- Rate for 10 lessons per term (additional lessons available on request/availability)

Cost for independent schools is £50 per hour

Provision	Type of Fee	Fee	Action
Ensemble/Choir Lead Rate (1 Tutor) 2024-25	Hourly rate	£45.00	Request tuition

School - Ensembles/Choir - Rock Band
 Ensemble/Choir Leadership, or Enrichment £45 per hour

School - Ensembles/Choir - School Ensemble - Choir
 Ensemble/Choir Leadership, or Enrichment £45 per hour

- This 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:



Contact teaching minutes per week (input 360 if requesting Whole Day provision)
 60.00

Number of lessons per term
 30.00

Instrument hire required?
 No instruments required

Number of instruments
 0

Select at least 3 preferred timeslots

Timeslots	Monday	Tuesday	Wednesday	Thursday	Friday
AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PM	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Year groups

Grade Id	No. of anonymous students	No. of SEND students	No. of Pupil Premium	No. of SEND & Pupil Premium	No. of Looked After Children
4	29	1	3	0	1

Any further comments or helpful information e.g. how many terms would you like this provision for?
 60 mins contact teaching
 30 mins non-contact time for PPA/setting

I accept the terms and conditions

[Cancel](#) [Submit](#)

7. TBMH will then receive your Request. If interested in booking another provision, follow from step 3 onwards again.

Tri-borough Music Hub
Inclusive - Exceptional - Inspiring - Progressive – Sustainable

With thanks from the TBMH team