

SURREY

ARTS



SURREY
COUNTY COUNCIL

SURREY ARTS SCHOOLS PORTAL

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Surrey Arts: Schools Portal

Welcome:

Welcome to the Surrey Arts Schools Portal Guide, designed specifically for educators and administrative staff. The Surrey Arts Schools Portal provides a comprehensive platform for managing music lessons, including timetables and reporting.

Logging in:

You will receive an email with your log in details which will have a link to set your own password using the 'I would like to create a new password' hyperlink. Once you have set your new password you will be taken to the main portal page below.

Main Portal page:

Icon: The icon in the left top hand corner will bring you back to the Main Portal Page whenever you click it.

Dashboard: The dashboard gives you a view of what's happening in your school.

School Information: This is where you can see school information including, for example, contact information, website addresses, the number and type of instruments that the school has hired from Surrey Arts, as well as those students from your school who are having some form of activity provided by Surrey Arts.

Lists: These are custom reports, tailored to your school, providing access to timetables, waiting lists, and more for easy export and printing.

10 last messages: This lists the ten most recent emails sent from our Surrey Arts portal, you will still receive updates via email regarding new students and changes in lessons.

The screenshot shows the Surrey Arts Schools Portal dashboard. At the top, there is a navigation bar with 'Dashboard' and 'School Information' tabs, and a 'Back to Elizabeth' link. The main content area is titled 'News' and features a banner for 'SURREY ARTS' with images of a guitar and a drum set. Below the banner are two sections: 'Lists' and '10 last messages'. The 'Lists' section contains a list of links: 'Sich Portal: 1 - Timetable by dates', 'Sich Portal: 2 - Waitlist', 'Sich Portal: 3 - Cancelled lessons', 'Sich Portal: 4 - Teacher DBS', 'Sich Portal: 5 - Instrument Hire', 'Sich Portal: 5 - School contacts', and 'Sich Portal: 6 - Verified School Contacts'. The '10 last messages' section shows two recent emails from Elizabeth Curran, one dated 21/02/2024 13:40 and another dated 21/02/2024 13:09.

Dashboard:

The dashboard provides a quick view so that you can see which activities are going on in your school. You can swap between the school terms using the ‘term toggle’ towards the top of the page, and then view the various tabs depending on the information you require, as shown in the image below:

Approved: You can view the students currently taking lessons, along with their details about the course, start date, comments, year group.

Waiting list: You can check who is waiting for lesson placement.

Discontinued: You can track students who have ended lessons

Note: Tutor Requested and Rejected tabs - Not currently in use

The screenshot shows the 'Test School' dashboard interface. At the top, there are 'Autumn', 'Spring', and 'Summer' term toggle buttons. Below this is the 'STUDENTS' section with tabs for 'Approved', 'Waitinglist', 'Tutor requested', 'Rejected', 'Discontinued', and 'Tuition discount'. The 'Waitinglist' tab is active, showing a table with columns: Name, Course, Duration, Created, and Year group. One student is listed: Anne TEST.Jones 1006, Course: Group of 2 for 20 minutes Cornet - In School, Duration: 20, Created: 21/02/2024, Year group: 7.

The 'TEACHERS' section is below, with 'Autumn', 'Spring', and 'Summer' term toggle buttons. It shows a table with columns: Name, Booked, Approved, and Agreed. Two teachers are listed: Test Report (Booked: 3.33, Approved: 0.00, Agreed: 0.00) and Theresa TestReport4 (Booked: 15.00, Approved: 0.00, Agreed: 0.00).

The 'COURSES' section is on the right, with 'Lesson', 'Ensembles', 'First access tuition', and 'All' filter buttons. It shows a table with columns: Name, Type, and Students. The 'All' filter is active, showing a list of courses such as 'Witches wonder ensemble Witches Wonder' (Ensemble, 1 student) and various 'Group of 2 for 20 minutes' individual lessons for instruments like Saxophone, Bass Guitar, Bassoon, Cello, Clarinet, Guitar, and Keyboard.

School Information:

School information can be found using the top menu bar (see image below).

Your contact information: The contact number and office email address that Surrey Arts holds for your school can be found here. Please let us know at surreyartsmusic@surreycc.gov.uk if this needs to be amended.

Surrey Arts contact information: At the bottom of the data card the Surrey Arts' contacts information can be found. This includes the name of your Surrey Arts school administrator and area manager.

Students at home school: The tab at the bottom of the page 'Students at homeschool' shows those of your students who are having an activity with Surrey Arts or who have applied to the waiting list. Please note: they may be having this activity at a different venue from your school.

Inset days: On this tab we will show those inset days for your school that we are aware of. If any inset days are missing or incorrect, please contact us to amend them.

Instrument Hire: Here you can see any that instruments your school has hired from Surrey Arts.

Ensemble: We are not using this tab at present.

The screenshot shows a dashboard with a top navigation bar containing 'Dashboard' and 'School Information' (highlighted with a red box). Below the navigation bar is a 'Test School' data card. The card contains a table of school details:

Find school	Test School		Display / hide
School no. (DFE)	9369999	District	West
School	Test School	Email #2	Tiffany@testcontact.com
Telephone	01483519303	Music contact name	Theresa Testcontact
Email	hello@testschool.com	Music contact phone no.	01483519303
Address	The Pines	Music contact mobile no.	01783 999999
Address line 2		Music contact email	Theresa@testschool.com
Postal code	GU3 3BH Guildford	Type of Establishment:	Academy converter
Head Teacher:		Surrey Arts Area Manager::	Emma Hartley
Surrey Arts Administrator::	Claire Craig		

Below the data card is a navigation bar with tabs: 'Hired instrument', 'Students at homeschool' (highlighted with a red box), 'Ensembles', and 'Inset days' (highlighted with a red box). The 'Students at homeschool' tab is active, showing a list of students:

10	
Student Id	Student name
1004	FrankTEST BoyleTEST
7	
Student Id	Student name
1006	Anne TESTJones

Lists:

- **Sch Portal: 1 – Timetables by date.**

On the Main Dashboard Page, there is a 'Lists' box. Please click the hyperlink for 'Sch Portal: 1 – Timetables by date.'

Lists

- Sch Portal: 1 - Timetable by dates
- Sch Portal: 2 - Waitlist
- Sch Portal: 3 - Cancelled lessons
- Sch Portal: 4 - Teacher DBS
- Sch Portal: 5 - Instrument Hire
- Sch Portal: 6 - School contacts
- Sch Portal: 7 - Verified School Contacts

This will bring up the report below. Enter the start date you want to look at in the first booking date box and add the end date to the second booking date box, then click the confirm button.

Sch Portal: 1 - Timetable by dates Print Export Refresh

List saved in this location: User defined lists(L) Portal View reports

⚙ Prerequisite

Booking - Date - Is equal or after this date

Booking - Date - Is equal or before this date

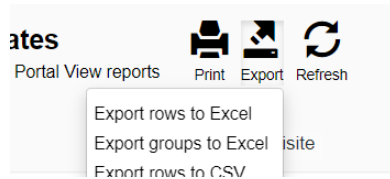
A report will be generated for the period you selected (see image below). You can click 'expand all' to see the student details for all the dates in the period you selected. Alternatively, you can click on the arrow next to the date if you want to see student details for just one date in particular.

This list is a live timetable for all lessons that are taking place within the specified period. If a lesson has been cancelled it will not show up on this report. Please note that if a make-up (shown as re-read on the report) lesson has been scheduled it will be shown on the date the make-up lesson is due to take place.

Number of rows: 5 + Expand all - Close all

Teacher Name	Booking Week day	Booking Date ^ 1	Booking Start time ^ 2	Booking End time	Lessons Lesson student name	Ensemble Course	Lessons Lesson course	Lessons Lesson course type	Bookin Lesson (Minut
Thursday									
Test Report									
		<input type="button" value="v"/> 07/03/2024 00:00:00							
Test Report	Thursday	07/03/2024	10:30	10:50	ChrisTest HemsTest101		French Horn - In School	Group of 2 for 20 minutes	20
Friday									
Theresa TestReport4									
		<input type="button" value=">"/> 08/03/2024 00:00:00							

To print or export the report use the icons at the top of the report.



- **Sch Portal: 2 – Waitlist**

The waiting list report does not require any dates to be entered as it is a view of the current waiting list at this moment in time. You can expand the list, print it and export it in the same way as the timetable report (above).

Sch Portal: 2 - Waitlist
List saved in this location: User defined lists/(L) Portal View reports
Can be seen by others
Number of rows: 1 [+ Expand all](#) [- Close all](#)

Student Student name	Student Year group	Waiting list Course ^ 1
<input type="checkbox"/> Cornet - In School Anne TESTJones	7	Cornet - In School

- **Sch Portal: 3 - Cancelled lessons**

The cancelled lessons report shows any lessons that have had to be cancelled within a specified period. This report shows the name of the teacher, the original scheduled date of the lesson, the student’s name and the re-scheduled date (if there is one).




Sch Portal: 3 - Cancelled lessons
List saved in this location: User defined lists/(L) Portal View reports
Can be seen by others
Prerequisite

Number of rows: 1 [+ Expand all](#) [- Close all](#)

Cancellation Date ^ 1	Teacher Name ^ 2	Cancellation Week day ^ 3	Cancellation Start time ^ 4	Student First name	Student Surname ^ 5	Cancellation Course	Cancellation Student comment
Friday							
Theresa TestReport4							
23/02/2024	Theresa TestReport4	Friday	11:00	ChrisTest	HemsTest101	Bass Clarinet - In School	Teacher sick - reschedule later in term

- **Sch Portal: 4 – Teacher DBS**

This report shows the Surrey Arts’ teachers who teach at your school, their most recent DBS number and the date it was issued

Sch Portal: 4 - Teacher DBS   

List saved in this location: User defined lists/L) Portal View reports




Can be seen by others

Number of rows: 2

Teacher Name	Teacher DBS DBS number	Teacher DBS Issued
Test Report2		
Theresa TestReport4	19999999	01/10/2023

- **Sch Portal: 5 – Instrument Hire**

This report shows all instruments that have been hired to your school from Surrey Arts. You will be able to see the serial number, name, type and brand of instrument along with the date it was hired.

Sch Portal: 5 - Instrument Hire   

List saved in this location: User defined lists/L) Portal View reports




Can be seen by others

Number of rows: 2

Instrument Serial number	Instrument Name ^ 1	Instrument Type of instrument ^ 2	Instrument Brand	Instrument Size	Hire info Date of hiring
33578	Flute	Woodwind	Trevor James		19/10/2022
9645026	Xylophone	Tuned Percussion	Adams		26/04/2023

- **Sch Portal: 6 – School Contacts**

This report will show you all the contacts that are associated with your school and in which specific capacity. Please note that contacts on this list may not necessarily have a portal log-in but may be a contact that Surrey Arts holds in a different capacity, for example for CPD. Please contact us at surreyartsmusic@surreycc.gov.uk if anyone on this list has left the school.

Sch Portal: 6 - School contacts   

List saved in this location: User defined lists/L) Portal View reports


Can be seen by others

Number of rows: 2

Contact at school Name ^ 1	Contact at school Contact relation type	Contact at school Email
Tiffany TestContact2	CPD Contact	Tiffany@testschool.com
Tommy TestContact1	Music Teacher	tommy@testschool.com

- **Sch Portal: 7 – Verified School Contacts**

This report will show those school contacts that have been verified and therefore have been given a log in to view this portal. Please notify surreyartsmusic@surreycc.gov.uk if anyone on this list has left your school and should no longer have access.

Sch Portal: 7 - Verified School Contacts		
List saved in this location: User defined lists/L) Portal View reports		
Can be seen by others		
Number of rows: 1		
Contact at school Name  1	Contact at school Contact relation type	Contact at school Email
Tommy TestContact1	Music Teacher	tommy@testschool.com