SURREY ARTS

SURREY ARTS SCHOOLS PORTAL

SURREY
COUNTY COUNCIL

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.
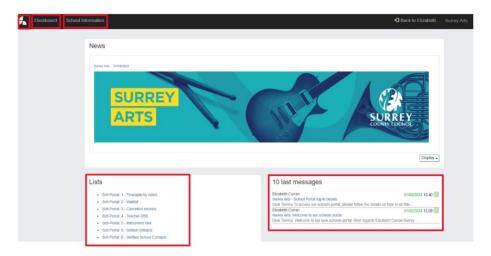
Main Portal page:

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.
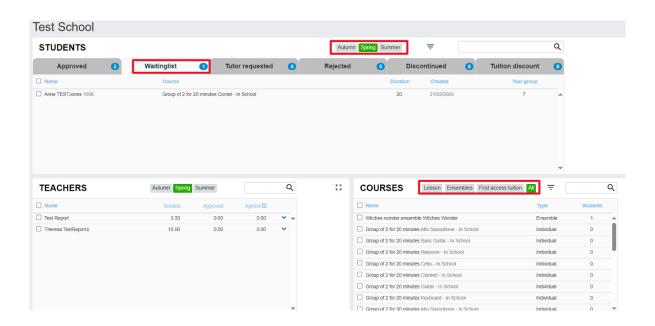
Dashboard:

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

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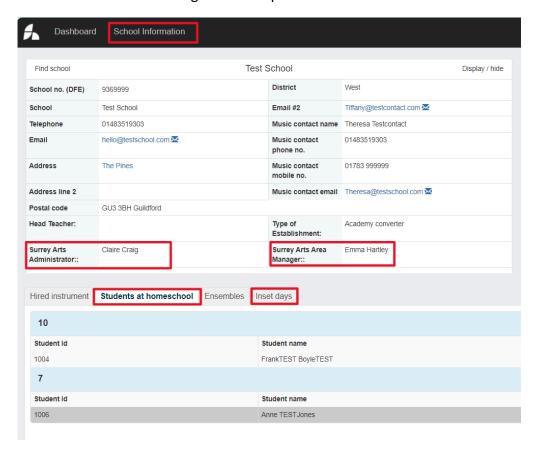
Surrey Arts contact information: At the bottom of the data card the Surrey Arts' contacts information can be found. This includes the name of your Surrey Arts school administrator and area manager.

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.

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*.
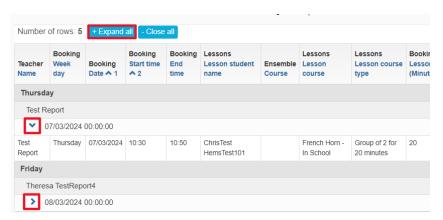

  This will bring up the report below. Enter the start date you want to look at in the first booking date box and add the end date to the second booking date box, then click the confirm button.

  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.
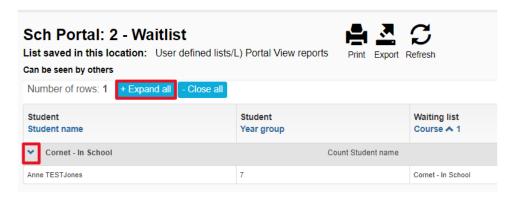

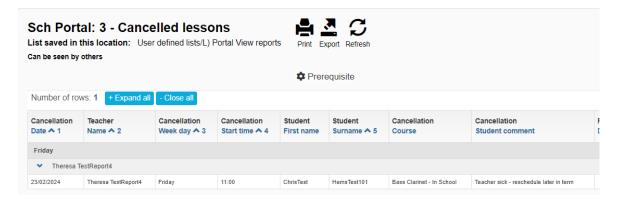To print or export the report use the icons at the top of the report.

- **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: 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: 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
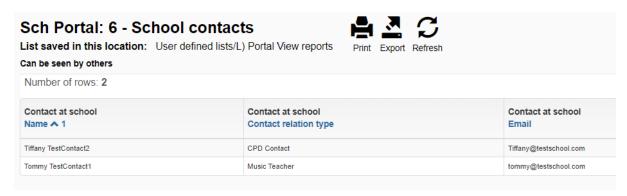

- **Sch Portal: 5 – Instrument Hire**

  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: 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: 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.