

New SLA Requests 2025-26

This guide will show you how to request your school's 25-26 SLA provision through SpeedAdmin, how to manage your requests and access an overview of all your SLA requests.

If you have a current SLA that you would like to cancel, please complete [this form](#) to inform us of the cancellation.

If you would like to book some one-to-one assistance regarding your SLA please [click here](#) to book an appointment.

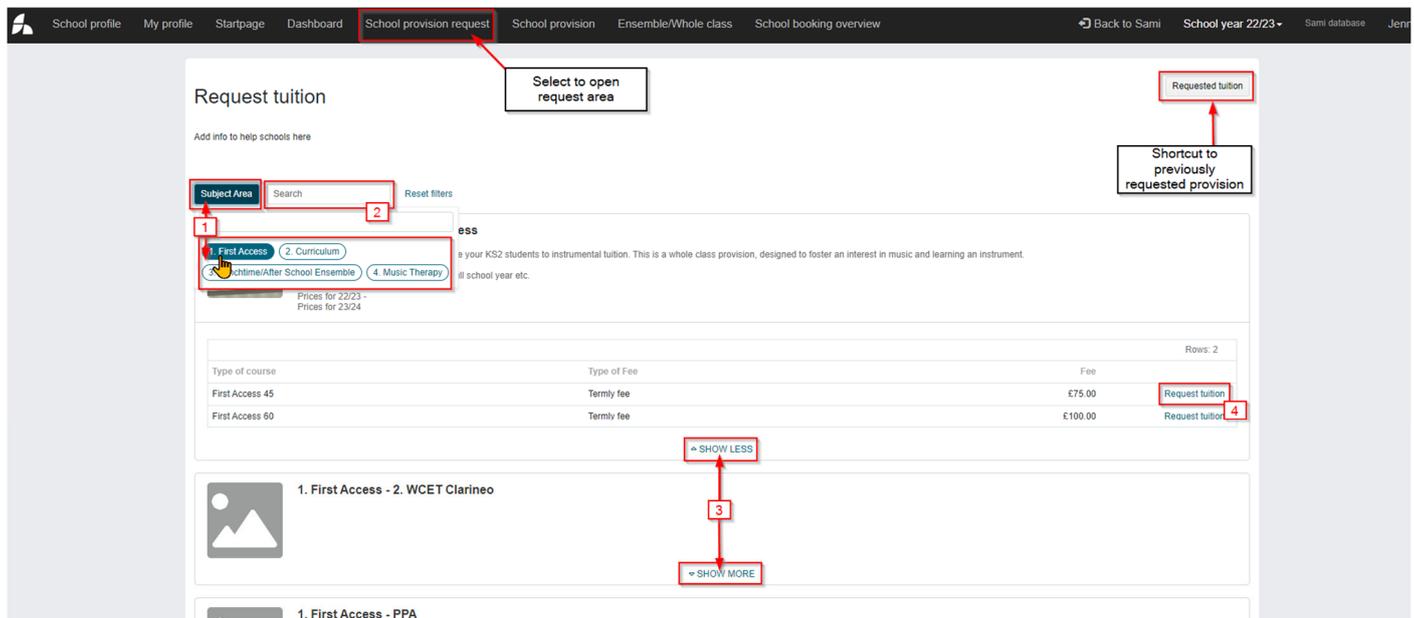


You must be logged in as a school contact to make a school provision request.

Requesting School Provision

Select the 'School Provision Request' menu option to see all available school provision courses.

1. Select 'Subject Area' and SLA to filter the courses by Subject Area
2. Search for a specific course E.g. Brass
3. Select 'Show more' to show the available course types for that course, the tuition fees, and whether these are termly or hourly.
4. To make a request, select 'Request tuition':



The screenshot shows the 'Request tuition' page in SpeedAdmin. The navigation bar at the top includes 'School profile', 'My profile', 'Startpage', 'Dashboard', 'School provision request' (highlighted with a red box and arrow), 'School provision', 'Ensemble/Whole class', and 'School booking overview'. On the right, there are links for 'Back to Sami', 'School year 22/23', 'Sami database', and 'Jenn'. The main content area has a 'Request tuition' heading and a 'Select to open request area' box. Below this is a search section with a 'Subject Area' dropdown (callout 1), a search box (callout 2), and 'Reset filters'. A list of course filters is shown: '1. First Access' (callout 1), '2. Curriculum', '3. After School Ensemble', and '4. Music Therapy'. Below the filters is a table with columns for 'Type of course', 'Type of Fee', and 'Fee'. The table contains two rows: 'First Access 45' with a 'Termly fee' of '£75.00' and a 'Request tuition' button (callout 4), and 'First Access 60' with a 'Termly fee' of '£100.00' and a 'Request tuition' button (callout 4). A 'SHOW LESS' button is located below the table, and a 'SHOW MORE' button is located below the 'SHOW LESS' button (callout 3). On the right side of the page, there is a 'Requested tuition' box and a 'Shortcut to previously requested provision' box.

Once selected, you will see the request form. Please note the start date is the only mandatory field, and the T&Cs must be accepted to submit the request.

1. Enter the preferred start date for the provision, our first teaching week is the w/c 9th Sept
2. Number of minutes is pre-filled from the course type (but can be changed)
3. Number of lessons is pre-filled from the course type (but can be changed), 34 weeks is the full academic year
4. Confirm whether instruments are required and which type (from dropdown)
5. Enter the number of instruments required for ALL participants (student and adults)
6. Select at least 3 preferred days/times for the provision
7. Enter the year group details, number of students, including SEND, PP and LAC; if required, additional lines can be added for classes with mixed year groups
8. In the additional comments box, please confirm your instrument choice if relevant and also if you would like to keep or change the teacher from the previous year.
9. Confirm acceptance of the T&Cs
10. Select 'Submit' to save the request:

Request tuition Requested tuition

Requesting tuition for : First Access 45 1. First Access

Start date
17/04/2023 📅

Minutes per week
45.00

Number of lessons
30.00

Instrument hire required?
Ukulele - Class set

Number of instruments (student and adult)
34

Select at least 3 preferred timeslots

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

Year groups

Year group number	Total no. of students	No. of SEND students	No. of Pupil Premium	No. of SEND & Pupil Premium	No. of Looked After Children	
4	15	1	4	2	2	🗑️
5	17	0	1	0	1	🗑️
						+ Insert

Comment / special request
Please could we have music stands as well?

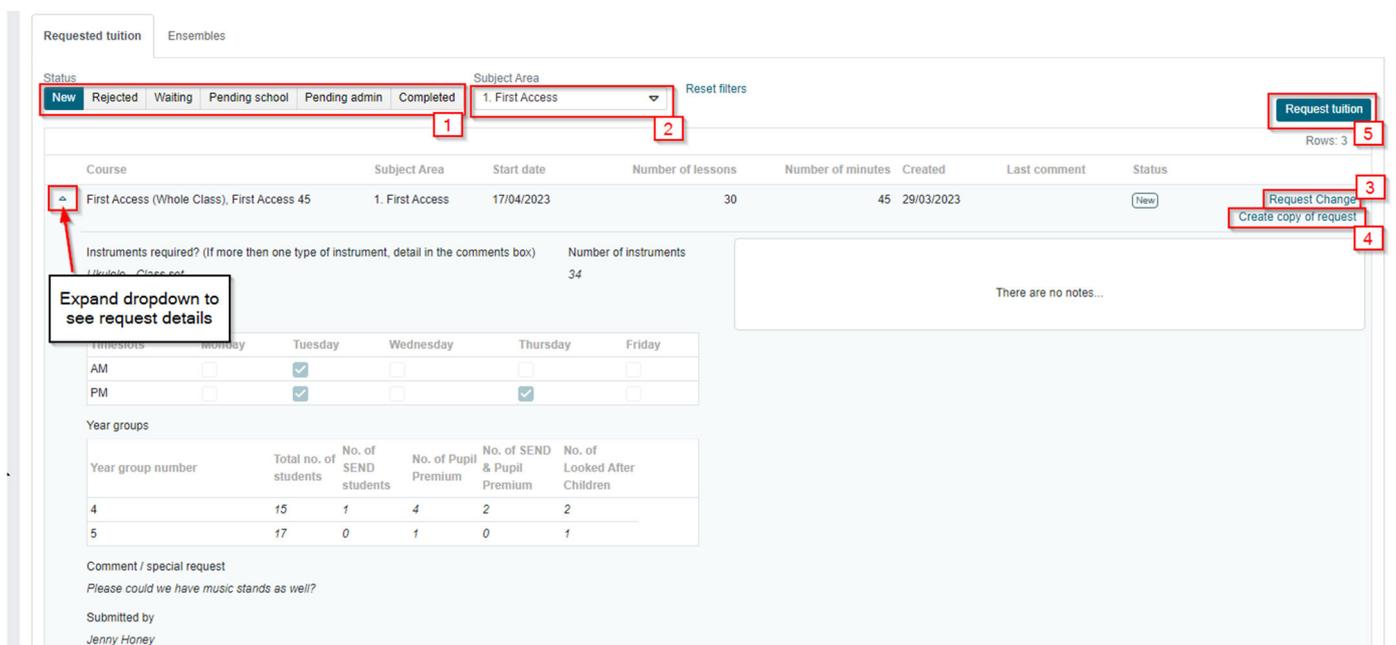
Terms and conditions
Please click here to see our full T&Cs for school tuition.
 accept the terms and conditions

Cancel Submit

Monitoring Requests

Once submitted, this will open the school overview where you can monitor the status of your requests. Under the 'Requested Tuition' tab, you can also:

1. Filter requests by status
2. Filter submitted requests by Subject Area
3. Request changes to your original request
4. Create a copy of the request (e.g. if they have a second class, or want to select another course for the same group of students)
5. Make a new request from scratch:



Requested tuition Ensembles

Status: **New** Rejected Waiting Pending school Pending admin Completed Subject Area: 1. First Access Reset filters

Course: First Access (Whole Class), First Access 45 Subject Area: 1. First Access Start date: 17/04/2023 Number of lessons: 30 Number of minutes: 45 Created: 29/03/2023 Last comment: Status: New

Instruments required? (If more than one type of instrument, detail in the comments box) Number of instruments: 34

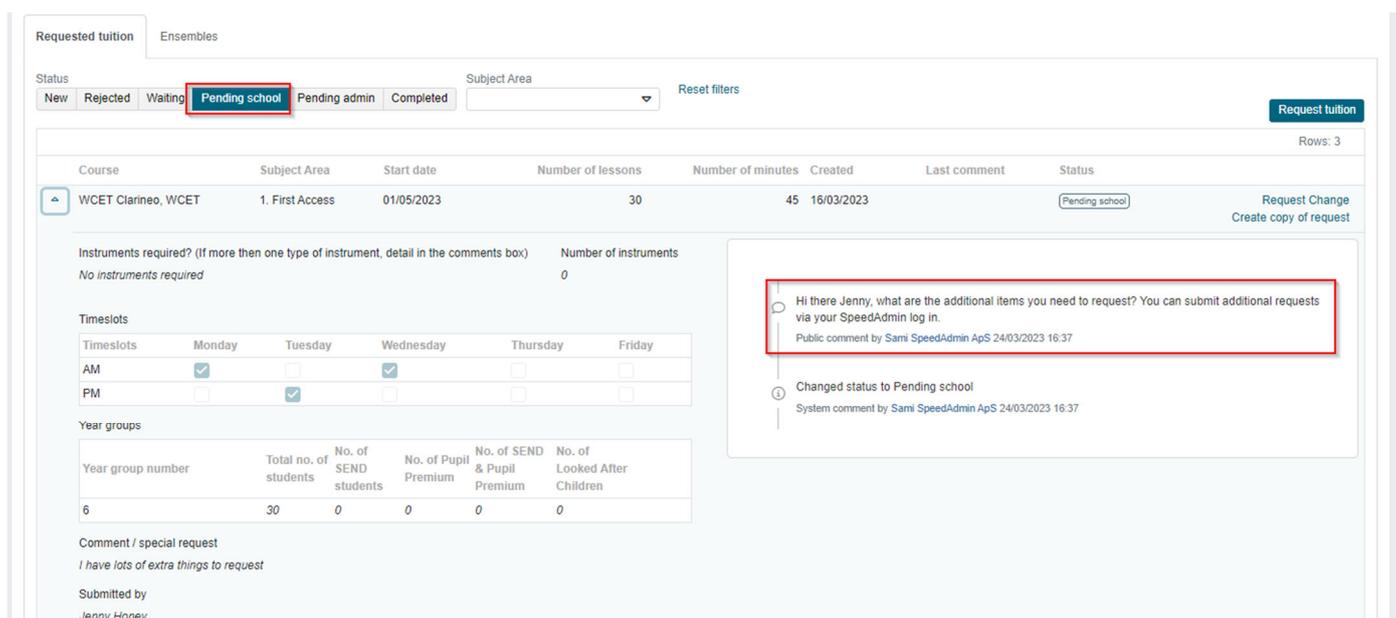
Timeslots: Monday, Tuesday, Wednesday, Thursday, Friday
 AM:
 PM:

Year group number	Total no. of students	No. of SEND students	No. of Pupil Premium	No. of SEND & Pupil Premium	No. of Looked After Children
4	15	1	4	2	2
5	17	0	1	0	1

Comment / special request: Please could we have music stands as well?

Submitted by: Jenny Honey

If LMS has contacted your school regarding your request(s), you will receive a notification for this, and these requests (ensembles) will then appear under 'Pending School':



Requested tuition Ensembles

Status: New Rejected Waiting **Pending school** Pending admin Completed Subject Area: Reset filters

Course: WCET Clarineo, WCET Subject Area: 1. First Access Start date: 01/05/2023 Number of lessons: 30 Number of minutes: 45 Created: 16/03/2023 Last comment: Status: Pending school

Instruments required? (If more than one type of instrument, detail in the comments box) Number of instruments: 0

Timeslots: Monday, Tuesday, Wednesday, Thursday, Friday
 AM:
 PM:

Year group number	Total no. of students	No. of SEND students	No. of Pupil Premium	No. of SEND & Pupil Premium	No. of Looked After Children
6	30	0	0	0	0

Comment / special request: I have lots of extra things to request

Submitted by: Jenny Honey

Notification: Hi there Jenny, what are the additional items you need to request? You can submit additional requests via your SpeedAdmin log in. Public comment by Sami SpeedAdmin ApS 24/03/2023 16:37

Changed status to Pending school System comment by Sami SpeedAdmin ApS 24/03/2023 16:37

Overview of Requests (ensembles)

You also have an overview of all your confirmed SLA requests (you can see your current requests here too), regardless of whether these were requested via SpeedAdmin or manually created by LMS.



PDP lessons will not be shown here.

Requested tuition: **Ensembles**

Estimated total price is for provisions based on an hourly rate only. Fixed fees will show as £0, as there is no 'estimated' cost

Course types	Course	Title	Teachers	Number of minutes	Number of lessons	Estimated total price	
Curriculum	Curriculum						Rows: 13
First Access 45	1. First Access	Crunchem Hall First Access Flute 45 mins	Minerva McGonagall			£0.00	Continuation submitted
First Access 45	1. First Access	Ukulele Year 4/5 Group 3	Ellen Ripley			£0.00	Continuation submitted
First Access 60	1. First Access	Year 5 Brass	Minerva McGonagall	60	30	£0.00	Continue in next school year
First Access 60	1. First Access	Year 4 General music		60			Continuation submitted
PPA Internal	PPA	Year 4	Holly Madge	60			Continuation submitted
WCET	WCET Recorder		Claire Smith	0	30	£0.00	Continuation submitted
WCET	WCET Recorder	First Access Year 4	Jimi Hendrix	60	10	£0.00	
WCET	WCET Recorder	Year 5 Recorder	Minerva McGonagall, Freddie Mercury			£0.00	
WCET	2. WCET Clarineo	Year 4	Holly Madge			£0.00	Continuation submitted
WCET	2. WCET Clarineo	Year 4	Chris GymerSCHOOL			£0.00	Continuation submitted
WCET	WCET Recorder	Recorder Year 4/5	Ellen Ripley	60	30	£0.00	Continuation submitted
WCET	WCET Recorder	Year 4/5 Continuation group	Claire Smith, Ellen Ripley	60	30	£0.00	Continuation submitted

Rows: 13

Annotations:

- Ensemble has already been continued to the new academic year
- Select to copy ensemble into the next academic year
- Allow re-registration has not been selected, so continuation for this ensemble cannot be requested