

Welcome to this video, which guides you through the ordering process for Schools Provision.

Before we start, you will need to ensure you are logged into Speed Admin. You can view your log in details in the “School Orders 2025-26” email you were sent on Thursday 27th March. If you need your details re sent, please contact us.

The email also includes a link to a dedicated page on our website, where you can view this video and see a series of FAQs to guide you through the process.

We are now ready to start the process of ordering your provision for the next academic year.

You need to ensure your “School Year” is set up to 25/26. Click on the “School Year” drop down menu and select “School Year 25/26”. You will know that this is successful when you see the green flashing “flower” next to the menu.

You will see two “School Provision” options on your main menu. “School Provision Overview” provides an overview of your past orders. To complete a new order for the new academic year, click “School Provision”.

Here, you will find our offer to schools for 2025-26. We have a wide range of provision on offer. You can filter the brochure by clicking on “Subject Area”, then selecting the area of provision you’d like to look at. For example, if we click on “Singing”, you can see our singing provision.

For our first example, we are going to order an academic year of WCET Ukulele. We are going to “cancel” the filter, and search for “Ukulele” in the search bar.

Under “1. Whole Class Ensemble Tuition”, click on “Show More”. Here you can view our full course overview and the pricing for 2025-26. Please note, the pricing is for State Schools.

To begin to place your order, click “Request Tuition”.

If you are ordering 30 sessions of provision, the start date will be in the week of 15th September 2025. This is to maintain consistency in all of Sutton Music Trust’s delivery. In this example, we are going to have our start date as Monday 15th September 2025. Click the ‘Calendar’ icon to the right of the field, then select “15th September 2025”.

If you are ordering for one term, please type the number of weeks required and your desired start date.

Next, type in the number of minutes you would like the session to last. In this example, we are going to order a 45-minute lesson. Type “45” in the “number of minutes per session” field.

As we are ordering 30 sessions of Ukulele, we can keep the next field as is. If you would like to order more than 30 sessions, please write down the number of sessions you’d like in the “Total number of weeks” field.

If you need to hire instruments from us, click the drop-down menu and search for the instruments needed. In this example, search “Ukulele”. Then, under number of instruments, type in your class size. In this example, we are asking for 32 Ukuleles.

If you already have the instruments you need to deliver your choice of provision, click “no instruments required” from the drop-down menu.

We’d appreciate your support to select preferred timeslots for your delivery. You can tick the appropriate box. In this example, we are ordering provision for a Monday PM.

In the next section, please select the Year Group of the class under “Grade ID”. In this example, we are ordering for a Year 4 class. It is helpful to include the number of students, and how many of those students are SEND, Pupil Premium, or CLA.

Once you have input this information, click “insert”.

In the comments box, please ensure you tell us in advance of any dates to avoid, due to trips, INSET days, or other events. We would also appreciate you sharing the class timings with us. The more information you provide in this comments box, the easier the ordering process becomes.

If your provision will be funded by an external organisation such as the HR Taylor Trust, please also indicate this in the comments box.

Before clicking “submit”, you need to read and accept the terms and conditions. You can view a copy of these on the dedicated page on our website.

When you click “I accept the Ts and Cs”, click “submit” to complete your order.

You will then be automatically taken to the “School Provision Overview” page where you can see the order. Please note that this is for one class only. If you have more than one form entry, click “create copy of request”, where you can go through the process and refine class numbers, SEND info and so on.

If you have a problem with your order and would like to speak with SMT, click “Request Change”, add a note, and a member of the team will get back to you. In this example, we will request 60-minute lessons instead. Click “add”, then a member of the team will get back to you.

If you are not ordering a WCET programme but ordering a place on the Big Sings or ordering Sheet Music Hire, you can go through the ordering process again as described, but you can leave the class numbers as “1” and start date as “15th September”.

Once SMT receives your order, we will process an invoice and send to you by the end of the summer term, if your delivery commences in September.



If you have any special requirements for your invoice - for example termly billing, or an extra breakdown of details due to funding, please contact us on hello@suttonmusictrust.org.uk to discuss your requirements.

Don't forget – SMT also can provide bespoke support for your school. If you do not see something on our brochure that you need to support music making in your school, please contact us via hello@suttonmusictrust.org.uk.



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