

Comms with Home



**How to use Furlong Maestro
to communicate with the parents
and carers of your students.**



General Guidelines for Communicating with Home

We would encourage your messages to be:



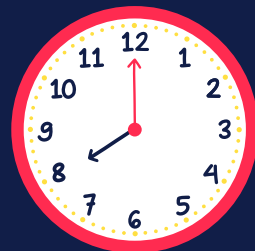
- Positive and encouraging in tone. This helps build trust and support between you and the students' families



- Not too frequent – you can communicate weekly updates or termly summaries, but should aim to keep it light touch. This helps ensure parents don't feel overwhelmed.



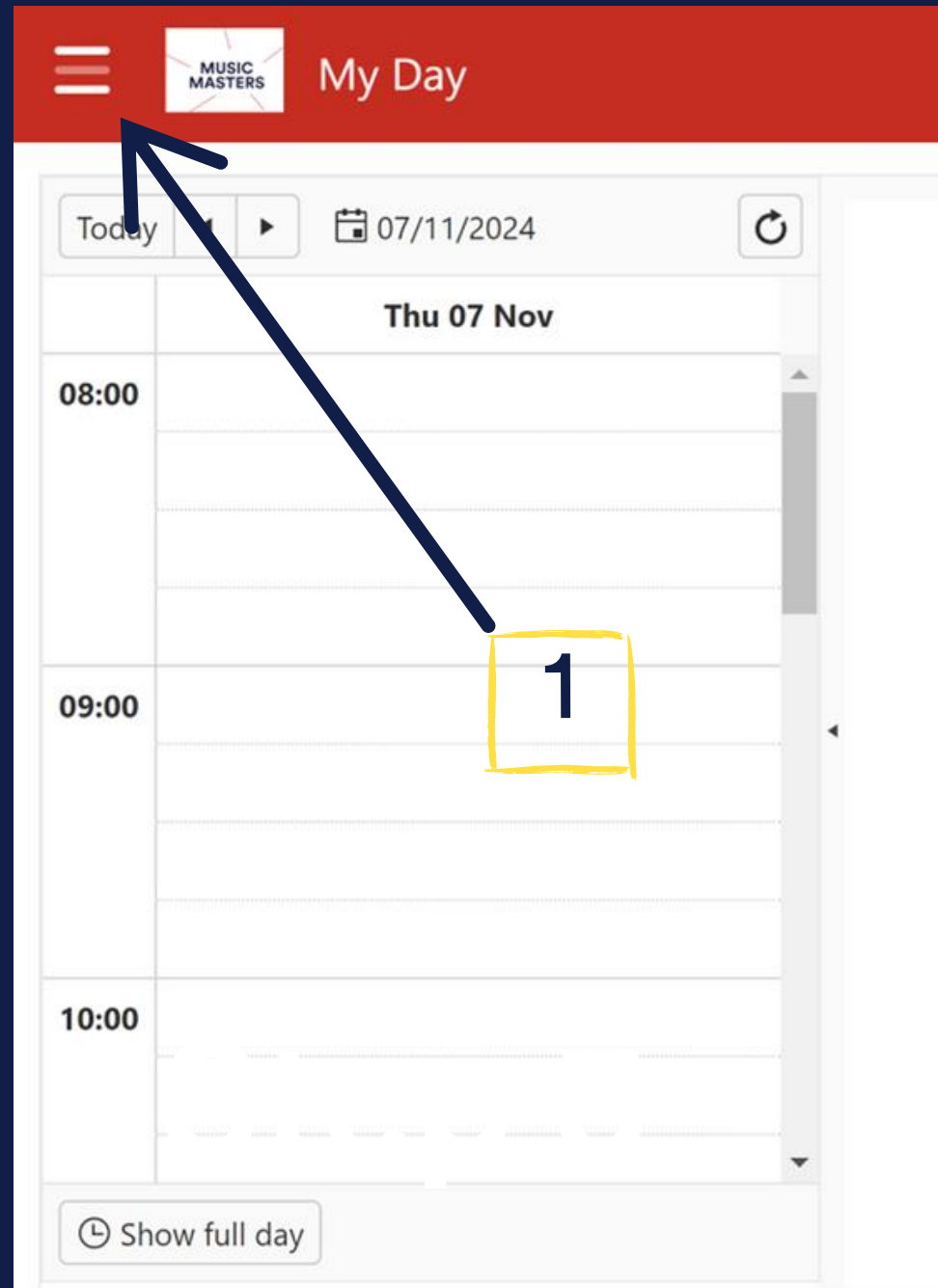
- Short and written in simple English. This means everyone, regardless of their English level, can be informed and engaged.



- Sent within reasonable hours – ideally around when you might expect the student to be in school or returning home from an after-school lesson, so 08:00-19:00. Aim to avoid weekends or late evenings! This helps us respect boundaries and keep things more professional.

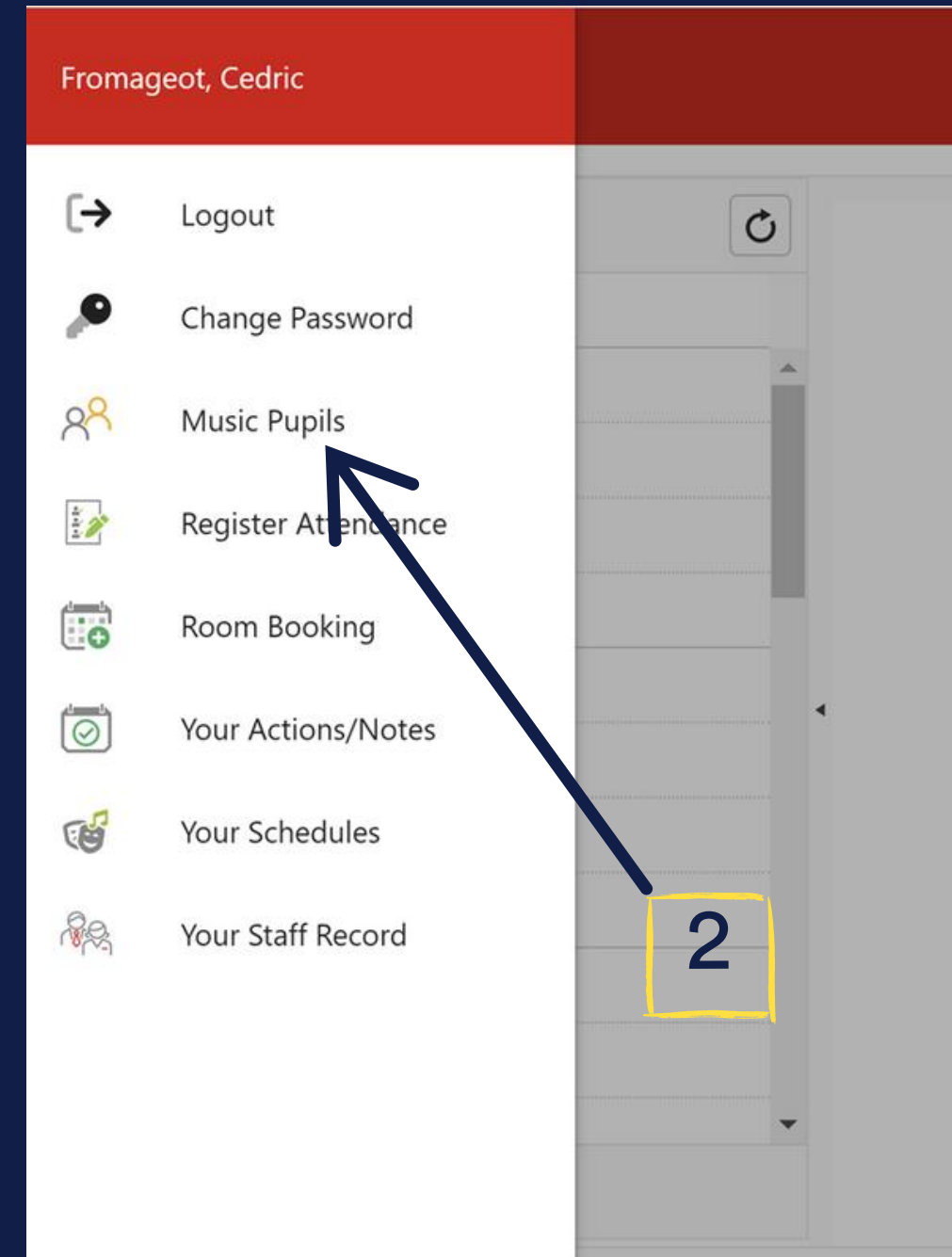


How to send a message home -



Step 1

Log in to your Furlong Maestro account, and click on the menu in the top left.



Step 2

Click on 'Music Pupils'.

MUSIC MASTERS

Music Pupils

Music Teachers

Lists and Reports

Actions

Communicate

Manage Tags

Day Book

<

Clear Filters

Clear Filters - Retain Matched

Maestro

Has Activities

All

Yes

No

Taught By

In Group

Lessons Between

dd/mm/yyyy

dd/mm/yyyy

Discipline Category

Discipline

Group Role

Lesson Length

X

-

Shared Lesson

All

Yes

No

Waiting List

All

Yes

No

Open

Clear Selection

Select All

413 / 413 record(s) selected

	R	S	N	
Abdalla, Alaa	0	0	0	
Abdalla, Hala	0	0	0	
Abdullahi, Nabil Omar	0	0	0	
Achegani, Elliana	0	0	0	
Ackroyd-Todd, Rafe	0	0	0	
Affram, Annabelle	0	0	0	
Afriyiye, Seli	0	0	0	
Aguilar, Angelo	0	0	0	
Aguilar, Luna	0	0	0	
Aguilar, Sol	0	0	0	
Agyei-Gyan, Dagmar	0	0	0	
Ahmed, Isa	0	0	0	
Ahmed, Radiyah	0	0	0	
Aita, Aita	0	0	0	
Ajasa, Aurelian	0	0	0	

Step 3

Step 3: you will then be taken to this page.
Click on the filter button to minimise the 'Maestro' section.

MUSIC MASTERS

Music Pupils

Music Teachers

Lists and Reports

Actions

Communicate

Manage Tags

Day Book

<

Clear Filters

Clear Filters - Retain Matched

Maestro

School

Personal

Adult

Academic

Further Information

Alerts

Day Book

Open

Clear Selection

Select All

413 / 413 record(s) selected

	R	S	N	
Abdalla, Alaa	0	0	0	
Abdalla, Hala	0	0	0	
Abdullahi, Nabil Omar	0	0	0	
Achegani, Elliana	0	0	0	
Ackroyd-Todd, Rafe	0	0	0	
Affram, Annabelle	0	0	0	
Afriyiye, Seli	0	0	0	
Aguilar, Angelo	0	0	0	
Aguilar, Luna	0	0	0	
Aguilar, Sol	0	0	0	
Agyei-Gyan, Dagmar	0	0	0	
Ahmed, Isa	0	0	0	
Ahmed, Radiyah	0	0	0	
Aita, Aita	0	0	0	
Ajasa, Aurelian	0	0	0	

Step 4

Click on the filter tab to open up the ‘schools’ section.

MUSIC MASTERS

Music Pupils

Music Tea

5

Lists and Reports

Actions

<

Clear Filters

Clear Filters - Retain Matched

Maestro

School

Sex

☒ All

☐ Boys

☐ Girls

Names like

School

Current

x

☐

Tags

☐

Year

☐

Form

☐

Tutor

☐

House

☐

Open

Clear Selection

Select All

413 / 413 record(s) selected

R

S

N

Abdalla, Alaa	0	0	0	
Abdalla, Hala	0	0	0	
Abdullahi, Nabil Omar	0	0	0	
Achegani, Elliana	0	0	0	
Ackroyd-Todd, Rafe	0	0	0	
Affram, Annabelle	0	0	0	
Afriyiye, Seli	0	0	0	
Aguilar, Angelo	0	0	0	
Aguilar, Luna	0	0	0	
Aguilar, Sol	0	0	0	
Agyei-Gyan, Dagmar	0	0	0	
Ahmed, Isa	0	0	0	
Ahmed, Radiyan	0	0	0	
Aita, Aita	0	0	0	
Ajasa, Aurelian	0	0	0	

Step 6

Some of the most useful features for you are:

Filter by year – this allows you to choose a specific year group

Filter by Tutor – this allows you to choose a specific teacher

Filter by House – this allows you to choose a specific school

Step 5

Leave the ‘school’ filter as ‘current’.

On the left-hand side are filters that can help streamline the list of children for your specific groups, making it quicker and easier to find who you need to message.

MUSIC MASTERS

Music Pupils

Music Teachers

Lists and Reports

Actions

Communicate

Manage Tags

Day Book

<

Clear Filters

Clear Filters - Retain Matched

Sex

☒ All ☐ Boys ☐ Girls

Names like

x

School

Current

x

☐

Tags

☐

Year

☐

Form

☐

Tutor

Roy Demo, Ash

x

☐

House

☐

Open

Clear Selection

Select All

<

2 / 3 record(s) selected

	R	S	N	
Guitar, Polly	0	0	0	
Saxophone, Emily	0	0	0	
Violin, Steph	0	0	0	

7

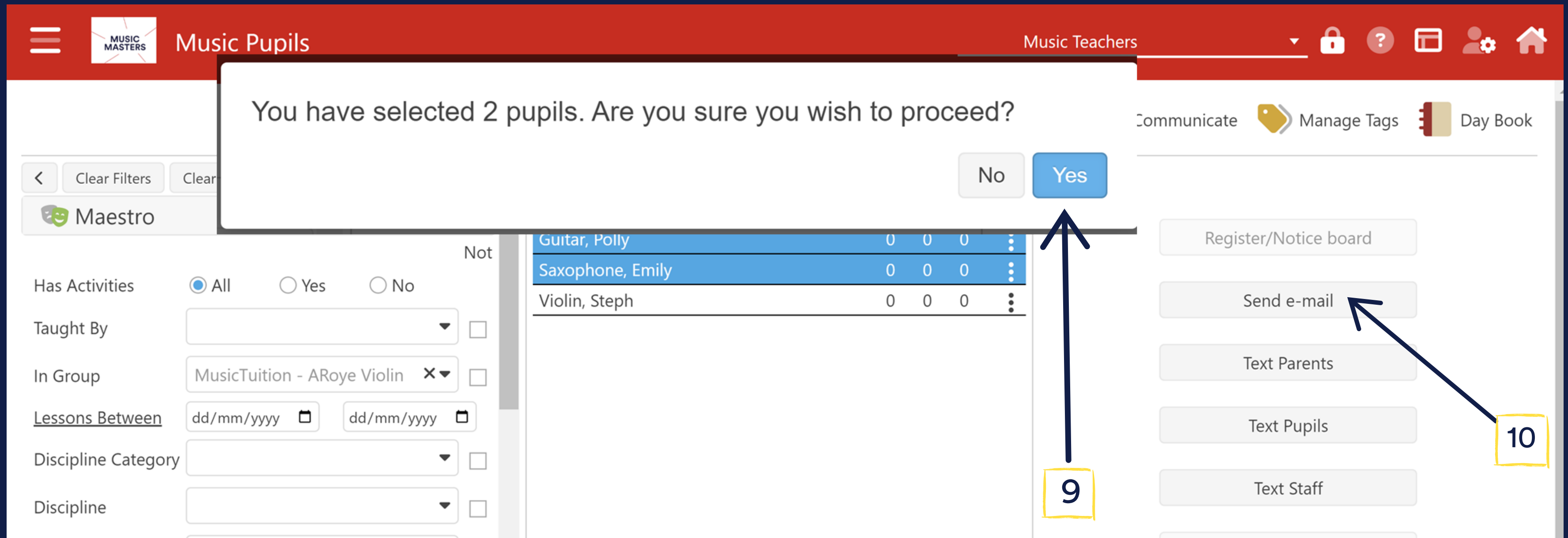
8

Step 7

Click on all the students you want to message;
they will be highlighted blue.

Step 8

Click on communicate.



Step 9

Click on your preferred form of communication – in this example we will do an email.

Step 10

There will be an automatic pop-up that says: 'You have selected 2 pupils. Are you sure you wish to proceed?' (this happens no matter if you select 1 student or many students!)

The screenshot shows a 'Send Email' form. On the left sidebar, there are toggle switches for 'Email pupils' (off), 'Email parents' (on), 'Email staff' (off), and 'Append signature' (on). Below these are buttons for 'Set filter', 'Apply template', and 'Add data'. A blue arrow points from a yellow box labeled '11' to the 'Email parents' toggle. The main form area has fields for 'Subject' (Cello Lesson Update) and 'From' (cedric@musicmasters.org.uk). Below these is a rich text editor with a toolbar and a text area containing a draft email. At the bottom, there are radio buttons for 'Message importance' (High, Medium, Low) and a 'Security level' dropdown menu. A yellow box labeled '12' is around the 'Security level' dropdown, with a blue arrow pointing from it to the 'Next' button at the bottom right.

Send Email

☐ Email pupils
☒ Email parents
☐ Email staff
☒ Append signature

Set filter
Set filter

Apply template
Add data

Subject
Cello Lesson Update

From
cedric@musicmasters.org.uk

Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾ Tools ▾

↶ ↷ Arial 11pt A **B** *I* U [List Icons] [Link Icon] [Help Icon]

Hello,
I just wanted to write to let you know how fantastic today's lesson went. They should be very pleased.
All the best,
Cedric

Message importance
☐ High ☒ Medium ☐ Low

Security level
12

Attachments
Add Clear

Close Next

Step 11

You have to turn the 'email parents' button to on – otherwise it won't let you click 'next' in the bottom right.

Step 12

Fill in all the details you want, like you would a regular email. NB: you can create templates to save time, and also add an email signature. Once you're ready, click 'next'.

 Send Email

Review Message Counts

Pupils

Total emails: 0

Parents

ashleyaroye@gmail.com;
ashleyaroye@gmail.com

Total emails: 2

Staff

13

Total emails: 0

Back

Close

Send

Step 13

It will ask you to double check that you're sending it to the right person, and then you can send! Once you've clicked send, you should get a green pop up telling you the messages are being sent.



If you're stuck feel free to email:

contact@musicmasters.org.uk

and one of the team will help
you asap!

