

# **THE MUSIC COORDINATOR'S FILE: a checklist**

## **Section 1: OVERVIEW: MUSIC YEAR ON YEAR**

- School curriculum framework
- Music policy – yearly review/action plan/update
- Scheme of Work if in-house
- Extracts from the latest OfSTED report re music in your school
- School Improvement Plan
- Register of SEN, Gifted, Talented and Able pupils; 'Looked After Children, FSM, Pupil Premium
- School brochure highlighted where music is mentioned
- Music 'Hub' agreement booklet for instrumental tuition

## **Section 2: MUSIC IN THE MEDIUM TERM**

- Medium-term planning for the current school term
- Music budget and expenditure
- Calendar of year's planned musical events: singing days, concerts, Arts weeks
- Music clubs and after hours activities
- Events showing involvement in community music-making

## **Section 3: AUDITS AND QUESTIONNAIRES and links to action plans**

- Copy of subject leader self-audit
- Copies of staff self-audits
- Record of liaison with local secondary/other primary colleagues
- Annual report to governors: dates of meetings with subject governor
- Audit of instruments and published resources
- List of 'would like/blue skies' resources

## **Section 4: DAY-TO-DAY IMPLEMENTATION**

- Examples of lesson plans
- Hall/music room timetable
- Class timetables showing music sessions
- Timetables of 'First Access'/peripatetic instrumental teachers and pupils
- Letters/circulars from music hub relating to musical issues e.g. courses, meetings, CPD

## **Section 5: PUPILS' MUSIC MAKING**

- Information regarding pupil's instrumental provision IN and OUT of school
- Teacher assessments
- Examples of pupils' work: scores, photographs, recordings [CD, film]
- Peripatetic teachers' reports on pupils' progress
- Y6 profiles sent to secondary schools

## **Section 6: CPD**

- INSET courses attended by subject leader [with any notes]
- List of music courses attended by staff [with any notes]
- List of 'Twilight' or whole school staff training led by subject leader or visiting practitioner
- Lesson observation reports or planning notes for supported lesson
- Performance Management reviews re music leadership

## **Section 7: CELEBRATION OF MUSIC**

- Records of school performances:
  - newspaper articles, photographs, programmes
  - copies of DVD or CD covers of filmed/recorded shows & concerts
- Congratulatory letters/cards from parents & governors
- Pupils' achievements: certificates of attendance at festivals, exams passed, competitions entered, including past pupils

## **Section 8: APPENDIX**

- Key points/summaries/ findings from research/reports conducted by HMI, Ofsted, Government [NMP]
- Copies of CPD materials, hand-out notes
- Bulletins from music associations, suppliers' catalogues, flyers about new publications