**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
* Service level agreement 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/newsletters 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, list iPad videos on school server
* 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**

* Diary of school performances:
* Newspaper articles, photographs, programmes
* 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

**PROFESSIONAL ORGANISATIONS**

We recommend that music subject leaders join **Music Mark** – the largest and most influential professional association. Conferences are held annually in the autumn term with up-to-the minute Ofsted reports, research papers, new initiatives and CPD for teachers.