

## A CHECKLIST FOR CO-ORDINATING MUSIC



1. Is there a music policy?
  - Is it up to date?
  - Does it have a review date?
2. Is there a scheme of work?
  - What stage is it at?
  - Do you have an overview? Medium term plans?
3. Assessment
  - What methods are in place?
  - How do you monitor it?
  - Is it useful?
  - Is it passed on?
4. Resources
  - Have you done an audit?
  - Do you have a list of instrumental resources?
  - Do you have a list of listening resources?
  - Do you have a "shopping list?"
  - Do they support able and less able children?
5. Budget arrangements
  - Is there enough money?
  - Do you have a clear record of items ordered and money spent?
6. How do you support staff?
  - Formally - Year group meetings?  
Staff meetings?  
Whole school planning?  
Non-contact time?
  - Informally - colleagues asking for help  
Finding resources?  
Informal discussions?
7. Liaison
  - Are there cluster group meetings?
  - What contact do you have with other schools?
  - Pre-school, Infant/Junior, Secondary/ KS3 transfer
8. How do you monitor your subject?
  - Planning, overviewing topic webs/schemes of work/observation