Annual Music Service Timetable

		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
School Responsibilities													
Identify requirements (hours and type of service) and notify Music Service													
Collect pupil contributions (lessons)													
Collect instrument maintenance fees													
Provide remissions data													
Music Service Responsibilities													
Identify learners for accredited courses and music school													
Prepare timetables													
Adjust staffing to meet the requirements of the service													
Provide cover for sickness absence/maternity													
Provide annual performance data													
Concerts													
Parents Evenings													
Annual Reports													
ABRSM													
Primary School Tour													
Secondary School Tour													
Music School Auditions													
Senior Harp Ensemble													
Intermediate Harp Ensemble													
Intermediate Training Choir & Senior Choir													
Training Wind Band													
Bassoon Lessons													
Jazz Orchestra													
Senior & Intermediate Wind Band													
Training / Intermediate String Orchestras													
Senior String Orchestra													
Finance Responsibilities													
Identify funding allocations													
Transfer remissions (termly) - to be determined													
Transfer funding to/from School Budgets													
Project/Management Board Responsibilities													
Annual review of service													