

KENT MUSIC ANNUAL SCHOOLS SURVEY FAQs 2022-23

Why must I complete the survey?

A requirement of our funding from the Arts Council/DfE is that we report back on what musical activity is happening in schools across the county and how the previous year's funding has been used to support this. To fulfil our obligations, and as a pre-requisite for schools to receive the funding, we ask that this survey is completed so we can collect the required data for reporting back on our funding. We also use the data to develop our offer and support schools better. Unfortunately, non-completion of this survey in conjunction with an application will result in the school not being eligible for funded opportunities

What are the dates for the survey?

Survey opens on Monday 5th June 2023 and closes on Friday 30th June 2023.

Where do I go to access the survey?

The survey will be sent to your school via email on the day the survey opens. Each school has a unique ID to access their survey.

Who will be sent the survey?

Where we have a main contact for a music coordinator or lead teacher the survey will be sent to this email address. Where we do not have a main contact, the survey will be sent to the generic school email address we have on the system. It is a school's responsibility to ensure Kent Music has an up to date email and person of contact.

I cannot find the survey in our inbox.

Please check your junk mail boxes if you cannot find the survey in your inbox. It is also worth checking with the person who monitors the generic school email address to check if they have received it. If no one at the school has managed to locate the survey, please contact your Area Manager who will be able to assist you. Please check all possible routes before getting in touch!

What will the survey ask me?

The survey will ask you questions about music making in your school during the 2022-23 academic year. This includes curriculum provision, tuition that has taken place, ensembles that run in your school and other areas of music provision.

Can I have a paper copy?

You can print a copy of our survey preview which can be found on our [website](#), however, all survey submissions must be made online.

How can I keep a record of our submission?

When you come to the end of the survey there will be an option to 'PRINT BEFORE SUBMITTING' please click on this button to print a copy of your answers.

Can you tell me what I wrote in our survey?

We will have a master copy of all data collected in the survey which we use for our Arts Council England reporting and for our own planning. We are not able to provide schools with all their survey answers and suggest anyone wishing to keep a copy of their survey selects the option to 'PRINT BEFORE SUBMITTING' before you submit the survey.

Who needs to complete the survey?

As the survey will ask questions directly related to the music provision in school, we suggest the music lead or member of this department is best placed to respond to the survey. However, in some cases a headteacher or bursar will also have the relevant information.

Do I have to complete the survey on one go?

No, you will have the opportunity to save and return to the survey at different points. You will need your unique ID to log into your survey response after you have saved it. You are only able to submit the survey once, please ensure all questions are complete before submitting.

What is my schools unique ID for the survey?

The ID is included in your email with the survey link.

I have submitted my survey but some of the data was wrong/I did not fully complete it.

Please contact loedwards@kent-music.com to discuss how we can support you.

I need help answering some of the questions in the survey, who can I contact?

You can contact your [Area Manager](#) who can advise you on how you complete the survey, or you can get in touch with the Schools Team via schools@kent-music.com

I am new to the school and do not know all the answers to the survey questions, what should I do?

We recommend that you discuss the survey with a member of senior leadership team or headteacher who will be able to support you to answer the questions. If there are any questions that require clarification, please contact your Area Manager.

Will I still get funded if my survey is late?

We cannot guarantee that schools will receive a funded amount towards their funded opportunity if their survey response is received after the deadline of Friday 30th June 2023.

Why might I not be funded if my survey is late?

Once the survey responses come in we will assess all school requests for funding and allocate money to schools based on the requests we have received. Once we have allocated funding to schools who have complete the survey ahead of the deadline, we cannot guarantee funding to schools who do not meet the deadline.

I have completed the survey will I be automatically funded?

All schools must complete Kent Music's Funded Opportunities Application to inform us of what you would like funding for in addition to completing the survey to secure their funding. The process for funded opportunities is new as of September 2022 and briefings were held for schools in February and March 2022 to inform schools of the changes. Details can be found on our [website](#).

When will I find out if my application for funded opportunity has been successful?

Kent Music will be contacting all schools who made an application for a funded opportunity before the summer holidays to inform them of their application.