



INTERNATIONAL BACCALAUREATE ORGANIZATION

Primary Years Programme

Application form part A
(application for candidate status)

School name:

*Primary Years Programme
Application form part A
(application for candidate status)*

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Notes to the user

1. This *PYP application form part A* should be read in conjunction with:

- *Application procedure for candidate schools*
- *Rules for authorized schools: Primary Years Programme*
- *General regulations: Primary Years Programme*
- *PYP guide to school application*
- *PYP school guide to the authorization visit.*

In addition, it is important that schools consult the following documents:

- *Making the PYP happen*
- *Programme standards and practices*
- *IB learner profile booklet*
- *PYP coordinator's handbook.*

Further information can be found in *School's guide to the primary years programme* (<http://www.ibo.org>).

2. This application form requests information under the following headings.

1. Contact details
2. School information
3. PYP section
4. School's planning and support
5. School site and facilities
6. Teaching personnel
7. PYP coordinator
8. Finance and planning
9. Management of resources
10. Implementation of the programme

3. This document also includes the following additional information and requests for information.

- Application coversheet
- Appendix 1 Classes in the PYP section
- Appendix 2 Organization of teaching time
- Appendix 3 PYP staff training
- Appendix 4 Transdisciplinary units of inquiry (applicable to *PYP application form part B* only)
- Appendix 5 PYP teaching staff and qualifications
- Appendix 6 Proposed PYP implementation budget
- Appendix 7 Action plan for implementing the PYP

4. This *PYP application form part A* and supporting documentation should be sent to the appropriate IBO regional office at the end of the school's first phase of the application process—consideration phase: feasibility study and identification of resources (please refer to articles 8–9 of *Application procedure for candidate schools*), at a time to be determined in consultation with the regional office.

5. The PYP application form part B and supporting documentation should be sent at the end of the school's second phase of the application process—candidate phase: trial implementation period (please refer to articles 9–10 of Application procedure for candidate schools). This trial implementation period must last for at least one year.
6. This application form, and all supporting documentation, must be submitted in one of the IBO's official languages: English, French, Spanish. Translations of official documents should be duly certified.
7. The PYP application forms and appendices should be completed electronically and returned to the appropriate regional office. Please insert your response in the box provided for each question. The box will expand as you type your response. In consultation with the regional office, any supporting documentation should be sent on CD-Rom(s) wherever possible. Where this is not possible, hard copies of the documents should be provided. Please ensure that the school is clearly identified in all correspondence.

Note: Deadlines for submitting applications may vary from region to region. Please check with your regional office for the application deadline that applies to your school. If you are unable or unwilling to provide information for any of the items in this application, please provide an explanation.

APPLICATION COVERSHEET—PART A

To the regional director of the International Baccalaureate Organization (IBO), for permission to implement the Primary Years Programme as a candidate school

Official name of prospective PYP candidate school:

On behalf of the above-named school, I request permission to implement the Primary Years Programme (PYP) of the International Baccalaureate Organization as a candidate school preparing for official authorization. Information about the school is supplied on the attached form and the accompanying documents. The relevant application fee is included.

I confirm that I have read the following documents and agree to abide by the regulations, criteria and conditions stated therein:

- *Application procedure for candidate schools*
- *Rules for authorized schools: Primary Years Programme*
- *General regulations: Primary Years Programme*
- *PYP guide to school application*
- *PYP school guide to the authorization visit.*

I understand that acceptance as a candidate school by the IBO regional office does not guarantee future authorization to offer the PYP. The final decision on the application for authorization is reached by the IBO director general after submission of the *PYP application form part B* and after an authorization visit, by an IBO visiting team, has taken place.

I confirm that the school will not advertise or otherwise imply that it is authorized to offer the PYP unless, and until such time as, the school receives notification of authorization from the IBO director general, Geneva. Should permission to implement the PYP as a candidate school be granted by the regional office, the school will present itself as a candidate school preparing for authorization.

I agree that this electronic application form, whether signed electronically or not, will be understood by the IBO to have been read and endorsed by the head of the prospective candidate school, without a signed hard copy being necessary.

I understand and accept that any dispute arising from, or in connection with, this application or any other document relating to the authorization process shall be finally settled by three arbitrators in accordance with the *Rules of arbitration* of the Chamber of Commerce and Industry of Geneva. The seat of the arbitration shall be Geneva, Switzerland. The proceedings shall be confidential and the language of arbitration shall be English.

I further declare that, to the best of my knowledge, the information given on this form is correct.

Name and title of head of school:

Date:

<input type="text"/>	<input type="text"/>
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APPLICATION CONDITION

A school must have conducted a feasibility study before submitting an application for candidacy.

Proposed date of commencement of trial implementation phase: *(day-month-year)*

1 CONTACT DETAILS

1a Name and title of head of school:

1b Name and title of primary school principal:

1c Name and title of PYP coordinator:

1d Name of school:

Legal registered name of school: *(If different from above)*

Postal address:

Street address: *(If different from above)*

Telephone: *(Include country and area codes)*

Fax: *(Include country and area codes)*

Web site:

E-mail: **Head of school/primary school principal**

General for the school

PYP coordinator

2 SCHOOL INFORMATION

2a Date school was founded: *(State year only)*

2b Legal status of school: *(See note below)*

State

Private

Note:

- A **state** school is a government or national school where the employees are government civil servants and are paid by the state either at a local or national level; usually there are **no tuition** (as distinct from examination or other) fees.
- A **private** school is an independent (not-for-profit or for-profit) institution whose teachers are not civil servants and whose main revenue comes from tuition fees; government subsidies may apply in some countries but they are not the major source of income.

2c (i) If “state”, do students pay tuition fees?

Yes

No

(ii) If “private”, do IB students in particular receive any government subsidy?

Yes

No

2d Type of school:

Boys’

Girls’

Coeducational

Boarding

Day

Boarding and day

2e Academic structure: what divisions (for example, pre-primary, primary, middle school and high school) operate in the school, if any?

Name of section	Age range of students	Number of students
		<i>(add rows as necessary)</i>

2f Total number of students in the PYP section:

2g Age range of students in the PYP section: From to years

2h Total size of whole school:

Students

Staff

2i Is there entry selection into the school?

Yes

No

If “yes”, please explain.

2j Does the school offer other IB programmes?

Yes

No

If “yes”, please specify IBO school codes.

2k Does the school intend to offer other IB programmes?

Yes

No

If “yes”, please specify which programme(s) and planned dates for introduction.

3 PYP SECTION

3a Number of classes in the PYP section: *Please complete appendix 1.*

3b Organization of teaching time: *Please complete appendix 2.*

3c Nationalities/ethnicities of students: *(Optional)*

Nationalities/ethnicities	Approximate numbers
	<i>(add rows as necessary)</i>

3d Is the school designated bilingual/trilingual? **Yes**
No

(i) If “yes”, what are the languages of instruction?

(ii) If “no”, what is the principal language of instruction?

3e What are the additional languages introduced?

3f At what age is an additional language introduced?

3g What provisions are made for mother-tongue classes?

3h When are mother-tongue classes offered?

(i) During the school day **Yes** **No**

(ii) Before/after school Yes No

4 SCHOOL'S PLANNING AND SUPPORT

4a How did you first hear about the PYP? *Please be as specific as possible.*

4b List the main reasons for wanting to introduce the PYP.

4c Has the governing body made a formal decision to adopt the PYP? Yes
No

4d Has there been consultation with:

(i) appropriate IBO regional offices? Yes No
(ii) teaching staff? Yes No
(iii) parents/parent-teacher association? Yes No
(iv) local, regional or national educational authorities, where applicable? Yes No
(v) other IB World Schools? Yes No

4e Have PYP responsibilities been identified for:

(i) primary school principal? Yes No
(ii) PYP coordinator? Yes No
(iii) year/grade-level coordinators, where appropriate? Yes No
(iv) subject coordinators, where appropriate? Yes No
(v) PYP teachers? Yes No
(vi) library/resource centre staff? Yes No

4f Please indicate the PYP training received by, and planned for:

- (i) the head of school/primary school principal
- (ii) the PYP coordinator
- (iii) all other teaching staff.

Please complete appendix 3.

4g Please indicate how the school intends to facilitate meetings of PYP teachers for horizontal and vertical planning of the teaching of the programme.

4h How, and in what time frame, will the school ensure that all teaching staff are trained to deliver the PYP?

5 SCHOOL SITE AND FACILITIES

5a Nature of school site: *Please provide a brief description including number of campuses.*

5b Are there any of the following special facilities?

- | | | | | | |
|--------|-------------------------------|-----|--------------------------|----|--------------------------|
| (i) | library/media/resource centre | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| (ii) | computer laboratory/centre | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| (iii) | language rooms/facilities | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| (iv) | science/technology rooms | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| (v) | art room | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| (vi) | music room | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| (vii) | theatre/drama studio | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| (viii) | gallery/exhibition space | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

(ix) gymnasium	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
(x) sports field	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
(xi) outdoor education centre	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
(xii) other (please describe)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

6 TEACHING PERSONNEL

6a (i) Number of full-time PYP teachers:

(ii) Number of part-time PYP teachers:

6b Number of support specialists: *Please give details.*

6c Number of classroom assistants:

6d Are there year/grade-level coordinators? Yes No

6e Are there subject/language coordinators? Yes No

6f Are there single-subject teachers? Yes No

If "yes", for which subjects?

6g What arrangements are made for student counselling/pastoral care?

6h Please indicate qualifications of all teaching and support staff.
Please complete appendix 5.

6i Nationalities/ethnicities of the PYP staff: *(Optional)*

Nationalities/ethnicities	Approximate numbers
	<i>(add rows as necessary)</i>

6j Are there currently regular staff meetings for PYP planning? Yes
 No

If "yes", how often and for how long?

6k Are PYP publications made available to staff? Yes
 No

If "yes", please list those publications available.

6l Who is responsible for hiring staff in the PYP section?

6m What is the average percentage of new teachers in the school in any given year?

7 PYP COORDINATOR

7a Name of PYP coordinator:

7b Projected responsibilities of PYP coordinator:

(i) PYP coordination

(ii) other

7c Will non-teaching time be allocated for the position? Yes No

If “yes”, how much will be allocated per week?

8 FINANCE AND PLANNING

8a Will all fees payable be covered by the school? Yes No

(i) If “no”, what proportion will be covered by the school?

(ii) If “no”, state the authority/institution responsible. Please provide written confirmation from the authority/institution.

8b Is there a strategic development plan? Yes
No

If “yes”, when is it due to be reviewed?

8c What funding is available this year to enable staff to attend IBO-approved workshops?
Please complete appendix 6.

8d What amount of funding, per year, will be available to support the implementation of the PYP including appropriate professional development?
Please complete appendix 6.

9 MANAGEMENT OF RESOURCES

9a (i) Number of full-time library/resource centre staff:
(ii) Number of part-time library/resource centre staff:

9b Qualifications of library/resource centre staff: *Please give details on appendix 5.*

9c Is there an annual library/resource centre budget? Yes
 No

If “yes”, how is it controlled?

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9d Does the budget provide for additions as well as maintenance of resources? Yes No

9e Are books/related resources centrally held? Yes No

9f Do the classrooms have libraries/resource centres? Yes No

9g Give the approximate number of books in print/electronic form in the school library/resource centre, by language. *Please specify the languages and add columns if necessary.*

	Language 1	Language 2	Language 3	Other
General reference	<input style="width: 100%; height: 30px;" type="text"/>	<input style="width: 100%; height: 30px;" type="text"/>	<input style="width: 100%; height: 30px;" type="text"/>	<input style="width: 100%; height: 30px;" type="text"/>
Non-fiction	<input style="width: 100%; height: 30px;" type="text"/>	<input style="width: 100%; height: 30px;" type="text"/>	<input style="width: 100%; height: 30px;" type="text"/>	<input style="width: 100%; height: 30px;" type="text"/>
Fiction	<input style="width: 100%; height: 30px;" type="text"/>	<input style="width: 100%; height: 30px;" type="text"/>	<input style="width: 100%; height: 30px;" type="text"/>	<input style="width: 100%; height: 30px;" type="text"/>

9h Are there newspapers/periodicals? Yes No

9i What are the library/resource centre loan arrangements?

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9j Total number of computers available to students in the PYP section:

9k (i) Number of full-time IT staff:

(ii) Number of part-time IT staff:

9l Does the school have the following IT resources?

CD-Roms	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Internet access	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Video	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Other (specify)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

9m	Are there resources in the mother-tongue languages of the PYP students?	Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>
9n	Is professional development for the library/resource centre staff available?	Yes	<input type="checkbox"/>
	<i>If "yes", please supply details on appendix 3.</i>	No	<input type="checkbox"/>

10 IMPLEMENTATION OF THE PROGRAMME

10a Intended date for submission of PYP application form part B:

Please refer to articles 8–9 of Application procedure for candidate schools.

10b Please provide a three-year action plan for implementation of the PYP.
Please complete appendix 7.

10c Please indicate any major difficulties and/or concerns that you have encountered during the feasibility study and how you have, or intend to, overcome them.

The person(s) who completed this form should sign below.

Name:

Position:

Date:

The completed application form, application fee and supporting documentation should be sent to the regional director responsible for your area.

Note: *The PYP application forms and appendices should be completed electronically and returned to the appropriate regional office. In consultation with the regional office, any supporting documentation should be sent on CD-Rom(s) wherever possible. Where this is not possible, hard copies of the documents should be provided. Please ensure that the school is clearly identified in all correspondence.*

Appendix 1 Classes in the PYP section

Name of teacher	Grade/year	Age of students	Class name	Number of students
eg Mrs Smith	1st grade	5–6 years	Class A	15

Appendix 2 Organization of teaching time

Year/grade	Total teaching time in hours per week/cycle*	% of teaching time with classroom/homeroom teacher	% of teaching time with single-subject teachers	Other (assemblies, special events)
3–4 years				
4–5 years				
5–6 years				
6–7 years				
7–8 years				
8–9 years				
9–10 years				
10–11 years				
11–12 years				

* Please indicate length of cycle.

Appendix 3 PYP staff training

Please indicate what IBO-approved PYP professional development and training your teaching staff have received. We are also interested in which teachers, if any, have visited IB World Schools authorized to offer the PYP. Please indicate this below.

	Name	Regional workshops: place/date/ number of days	In-school workshops: date/number of days	IB World School visits: place/date
Head of school/ primary school principal				
Coordinator				
Year/grade 3–4 years				
Year/grade 4–5 years				
Year/grade 5–6 years				
Year/grade 6–7 years				
Year/grade 7–8 years				
Year/grade 8–9 years				
Year/grade 9–10 years				
Year/grade 10–11 years				
Year/grade 11–12 years				

Arts (please specify)				
Physical education				
Library/resource centre staff				
Others (administrators, counsellors, etc.)				

Intended professional development over the next year:

Appendix 4 Transdisciplinary units of inquiry

(Applicable to *PYP application form part B* only)

Age of students	Number and title of units of inquiry taught	Teaching staff involved in planning the units
3–4 years		
4–5 years		
5–6 years		
6–7 years		
7–8 years		
8–9 years		
9–10 years		
10–11 years		
11–12 years		

Appendix 6 Proposed PYP implementation budget

	Consideration phase	Candidate phase (at least one year)	Post-authorization year 1	Post-authorization year 2	Post-authorization year 3
Application fee					
Annual fee					
Resources:					
Library/ resource centre					
Classrooms					
Other teaching facilities					
Professional development:					
Regional workshops					
In-school workshops					
Visits to IB World Schools					
Other					
Other expenses					
TOTAL					

Appendix 7 Action plan for implementing the PYP

Goal	Strategies	Date to be achieved	Person/group responsible for achieving the goal	Evidence of achievement of, or progress towards, the goal