

## Supporting documents to accompany PYP application form part A

Please send to the Regional Office the application form part A and the supporting documents in hard copy and on a CD-rom numbered and organized as follows:



### SECTION 1: SCHOOL PRESENTATION

1.	Completed PYP application form part A and any additional information requested on the form
2.	Proof of payment of PYP application A fee. The fees schedule for the IBAEM is published on <a href="http://www.ibo.org/ibaem/pyp/">http://www.ibo.org/ibaem/pyp/</a>
3.	Proof of purchase of PYP documentation
4.	Description of the legal terms under which the school has been authorized or accredited by the local authorities. Please attach a copy of the original documentation, translated and certified, if applicable.
5.	Copy of the policy decision to implement the programme, as taken by the governing body
6.	Educational philosophy or mission statement of the school
7.	School brochure and general information document
8.	A budget showing how the implementation and development of the PYP will be funded. Please complete <b>appendix 6</b> of the PYP application form part A.



### SECTION 2: ORGANIZATION

1.	Organization of classes in the PYP section. Please complete <b>appendix 1</b> of the <i>PYP application form part A</i> .
2.	Organization of teaching time. Please complete <b>appendix 2</b> of the <i>PYP application form part A</i> .
3.	Teaching staff <ul style="list-style-type: none"><li>• PYP professional development undertaken during the previous two years: please complete <b>appendix 3</b> of the <i>PYP application form part A</i>.</li><li>• A list of all teachers scheduled to teach the PYP: please state teacher qualifications and experience by completing <b>appendix 5</b> of the <i>PYP application form part A</i>.</li></ul>
4.	A three-year action plan for implementation of the PYP. Please complete <b>appendix 7</b> of the <i>PYP application form part A</i> .

If any items are not available or applicable, please submit an explanation. The complete application should be sent to:

International Baccalaureate Organization  
Primary Years Programme  
15, route des Morillons  
1218 Grand-Saconnex  
Switzerland