

Memo

To: All PYP coordinators in IB World Schools & candidate schools in IBAEM
From: PYP unit in the IB Geneva regional office
Date: 28 September 2007

Dear colleagues,

The PYP unit in the regional office wishes you well in the coming months, whether it is the start of a new school year, or beginning the final term of an 'old' school year!

Changes in administration or coordination in your school

As PYP coordinators, you are the designated day-to-day liaison between your schools and the IB. All queries and questions from your school to the regional office or IBCA should be channelled through you and all day-to-day communications from the regional office or IBCA will be sent to you.

If you are new to the role of PYP coordinator be sure to:

1. consult the *PYP Coordinators' Handbook 2007-8* (available on the OCC) which details what IB World Schools are required to do to update your school's contact information in the IB Schools' Directory
2. inform the regional office <pypibaem@ibo.org> of any changes in the administration or coordination. This is particularly important if your school is a candidate school
3. contact <occ@ibo.org> if you need to change any of your school subscribers to the Online Curriculum Centre.

Online Curriculum Redesign

An update on the information that was given in the June 2007 Coordinators Notes: changes in the site design have been delayed. More information on this early in 2008.

General Regulations and Rules for IB World Schools offering the PYP

The new 2007 versions of the *General Regulations: Primary Years Programme*, and the *Rules for IB World Schools: PYP*, are now available on

- the IB webpage: <http://www.ibo.org/pyp/become/> (Primary Years Programme),
- the OCC
- HeadNet
- IBNET.

All schools, both IB World Schools and candidate, working with the PYP, should supply all legal guardians/parents of students with the *General Regulations: Primary Years Programme*.

Other new curricular documents on the OCC

Six sample documents relating to the exhibition are being added to the samples section of the HTML version of the exhibition guidelines. Three examples of language policies from schools will also be added to *Guidelines for developing a school language policy* within the next couple of weeks.

Transitioning to the new PYP Planner

As of 1 August 2007 all schools worldwide must document units of inquiry on the new planner, so that by August 2008 all schools have a full year of work documented on the new format.

The planner templates (September 2007) in the PYP e-library have been updated to include the new logo. The planner within MTPYPH (2007) will remain unchanged until the next update of that document.

PYP Programme evaluation

Schools receive a programme evaluation visit three years after they are authorized, and then subsequently every five years. Programme evaluation visits are ***not re-authorization visits***. They are part of the ongoing pursuit of excellence in education to which schools commit when they are authorized to offer IB programmes.

Scheduling of visits to December 2008: the regional office has already written to coordinators in schools due programme evaluation visits in this period. If your school would be due a programme evaluation visit in this period and you have not heard from us, please get in touch with us as it means that for some technical reason the correspondence was sent but has not reached you.

Cross-programme evaluation visits (DP-MYP-PYP): if your school is considering a joint DP-MYP-PYP self-study/evaluation visit in 2009 or later, please contact the regional office as soon as possible.

Joint CIS accreditation-IBO evaluation visits: only schools with all three of the IB programmes are now eligible. Applications for joint visits should be made by the head of school in writing to the Geneva regional office and to CIS.

PYP regional workshops

- Watch for details on the IB website of forthcoming PYP online workshops in 2008.
- In order to help us plan to meet schools needs for regional workshops over the next three years we would value your input. So we ask you to complete and return the short survey which accompanies this memo.
- A number of observations need to be made about the current offering of workshops in the region:
 - a. The only workshop which is consistently oversubscribed is workshop 2A. Other workshops either are barely fully subscribed or some even have to be cancelled because of undersubscription. The introduction to the Overview to PYP Regional Workshops will clarify the requirements.
 - b. Most schools seem to be making the assumption that the arts and physical education workshops are designed for single subject teachers of those subjects only. All PYP educators: homeroom, single subject, support teachers, and administrators can benefit from viewing the arts and physical education as areas of the curriculum which can, and should, be integrated into teaching and learning in their classrooms. In considering 'how best will they learn' all teachers should consider how the arts and physical education can provide students with other than verbal means of expressing what they know and can do. Similarly not only homeroom teachers should view workshops on language and literacy as for them. If schools are truly to view the 'whole child' as the responsibility of all teachers, then all teachers need to be familiar with how inquiry looks in the different areas.
 - c. The workshop 3B: The Educator as Professional Inquirer is highly recommended for experienced PYP teachers who wish to deepen their personal and professional understanding of inquiry, and who wish to become involved in action research within their own schools and/or classrooms. This workshop targets teachers and administrators who wish to become involved in educational innovation in their schools and across the network of IB World Schools.

The PYP Overview of Regional Workshops 2007-8

This document is attached to this memo and is also available through the IB Events Calendar and the AEM regional webpage.

Points to note about its contents:

Category 1:

- Workshop 1A: is suitable for administrators new to the PYP in candidate schools and IB World Schools as well as the needs of administrators of interested schools.
- Workshop 1B: should not be selected for teachers in schools which are already candidate or IB World Schools; it is only for interested schools.

Category 2:

- Category 2 now includes workshops which each address one of the IB programme standards. The new workshop which will be offered in March 2008 is: 2G: Action in the PYP.
- Category 2: includes a range of workshops which either provides an overview of the PYP curriculum framework (2A and 2H) or further understanding of the PYP through an exploration of each of the programme standards. Candidate schools and IB World Schools should select workshops from this category to meet the specific needs of individual teachers. If thorough inschool induction is provided to new teachers at the beginning of the school year it is not required that they attend workshop 2A. Instead one of the other workshops might be selected a little later in the year to further and diversify the understanding of the programme among individual teachers and across the school.

N.B. Workshop 2A: it is not a requirement of authorization that all teachers attend this workshop specifically.

Category 3:

- To make workshops in this category as profitable for all it is essential that all participants come to them as 'experienced users' of the programme. So it is very important that the PYP educational leadership teams in your schools ensure that those registered for workshops in this category meet the individual registration criteria: have already attended a category 2 regional or inschool workshops led by PYP workshop leaders and have been working with the programme for at least a full school year.
- You will note some changes in the workshops in this category. These changes have been made to bring the workshops into line with the new *Making the PYP Happen*, the IB standards and to reflect the six subject areas of the curriculum. The Exhibition workshop has been placed in category 3, as it is not a requirement at the time of authorization, and it requires that participants be already experienced in the PYP. As of 2008 the Exhibition workshop will be a 2-day meeting of IB World Schools only.

When registering participants for regional workshops please make note of the following:

Spelling of participants' names:

Certificates of attendance will have the same spelling of participants names as you enter on the online registration, so please ensure that the spelling is as the individual will want it. Changes cannot be made onsite or after the event.

Confirmation of places and deadlines:

- workshop participants are confirmed when the minimum number of participants have applied for places. Registration of each workshop is closed when 36 participants have been confirmed.
- the 'Deadline' for registration is when registration for that event closes. No applications for places for that event will be accepted after the deadline. Where particular workshops still have available places at the 'deadline', registration will be extended by two weeks.

Waiting lists:

Waiting lists are kept for all workshops. If there is enough interest to merit opening another section of a workshop, the regional office will make every effort to do so. If another workshop is not opened, in general it means that there was not enough interest to warrant it.

Pre-workshop questionnaires:

Please encourage all those staff members who are confirmed for workshops to complete and return them. Workshop leaders find questionnaires provide very valuable input to their planning and to anticipating the specific needs of participants. The questionnaires provide participants with the opportunity to give leaders some insight into their level of prior knowledge, particular interest and personal inquiries.

What to bring:

Each participant from your school registers for a regional workshop should be equipped by the school with a copy of the final programme for the workshop to take with them to the event, as well as with the documents listed in the programme under:

What Participants Should Bring.

Language command of participants:

Command of the language of instruction of workshops is a requirement for all participants. However, the PYP can be implemented in languages other than the official languages of the IB (English, French and Spanish) and we know that there are many teachers in PYP candidate schools and IB World Schools who are not mother-tongue speakers of the IB languages. Consideration should be given to the extent to which a participant who does not have full command of the language of instruction may cope with the abstract language and concepts of such workshops, how they may cope with educational articles and documents, and whether they will be able to contribute to the learning of the workshop group. Further, expectations of what the participant will be capable of doing to share their learning upon returning to their school should be agreed so as not to add to their sense of pressure during the workshop.

2009 AEM events calendar:

Prior to the finalization of the calendar info re professional development for 2009 will be posted on the AEM regional page.

Requests for inschool workshops

All inschool workshop requests should be sent to pypibaem@ibo.org giving 6 months notice for the workshop. Deadline for requests for 2007-8: requests for inschool workshops and for pre-authorization visits for the school year 2007-8 should be submitted before 1 December 2007 to help us meet your needs.

Please remember that it can be very difficult to arrange workshops in August/early September and in late May/early June as generally workshop leaders cannot be released by their schools during those periods.

Please note when requesting an inschool workshop or pre-authorization visit that the content of inschool workshops should address needs common to all school staff and thus be derived from the descriptions of workshops in category 2 (see Overview of PYP workshops). Also please do not request a workshop as it is described in the workshop overview (e.g. the 'assessment workshop' or the 'planning workshop'). Regional workshops are developed as three-day (12x90 minute sessions) workshops. Inschool workshops are two days (8x90 minute sessions) and cannot achieve all the purposes of a three-day workshop. So, in specifying the focus of an inschool workshop, try to identify **which specific aspect or understandings** of assessment, or planning, or teaching should be the focus of the workshop.

Remember: Less is more!

PYP professional development recognition

More and more 'PYP training' or PYP related training offers are coming to schools from independent, non-IB affiliated consultants working on a commercial basis. Schools are reminded that only professional development organized by or through the regional office (in school, regional and in cooperation workshops) is recognised as meeting programme training requirements.

Training of PYP workshop leaders

The next training workshop for PYP workshop leaders will take place on 25-29 April 2008 in Amsterdam. Application details are attached to this memo and are also published on the IBAEM regional webpage. Only complete applications which have their school's endorsement will be considered. Participation in all category 2 and 3 workshops, (and particularly in workshop 3B: The Educator as Professional Inquirer) will be an advantage, where all other criteria are met.

School Visitor Training

The first pilot of PYP school visitor training took place in December 2006. The next training event for PYP school visitors is scheduled for 26-27 April 2008. Application details will be posted on the IBAEM regional webpage before 1 November 2007. The closing date for application will be 15 December 2007.

Some useful references

Possible useful sources of curriculum resources:

- the latest version of the Oxfam 'Education for global citizenship: a guide for schools' is now available on <http://www.oxfam.org.uk/coolplanet/teachers/globciti/downloads/gcguide06.pdf>
It takes their previous publications on this topic further by providing sample activities for use in the classroom, as well as spelling out their "definition" of global citizenship education which parallels that of IB.
- Another useful site for international children's literature is www.australed.iinet.net.au.

Changes in the PYP regional office

We are very pleased to welcome Agata Ott to our unit. Agata has taken up the position of PYP unit assistant replacing Sandra Sutter-Tompkins who has left us to go with her partner to see the world by bicycle. We also pleased to announce that Anne Cornely has joined us to provide further administrative support for both the PYP and MYP units. Jane Taylor will complete her two-year contract with the regional office early in 2008. Details of the position of PYP associate regional manager which are to be found at:

<http://www.ibo.org/jobs/staff/pypassociateregionalmanager.cfm>

The regional office is particularly interested in applicants who might be seconded from their school roles to take up this appointment.

Contacting us

The general email post-box remains pypibaem@ibo.org. Any emails sent to this address will be forwarded to the appropriate person in the unit.

Thank you

Sincere thanks to all of you for keeping in close contact with us in the regional office this past year. We very much appreciate the contact with you and your schools.

Please do not hesitate to contact the office by phone or email if there are queries from your school. (However, please do not refer colleagues: you are the official school liaison with the IB.) If we are not in the office or are not available when you call, we will return your call as soon as we possibly can. If you send us emails and do not get a response by return, it probably means that we are travelling and we will answer you as soon as we are back or can get email access.

Best wishes from all of us in the IBAEM PYP unit:

Anne Cornely Ann Hickey Ann Le Diraison Agata Ott Jane Taylor

Enclosures:

IBAEM PYP regional workshop overview 2007-8

IBAEM PYP new workshop leader training application pack 2007-8