

Guidelines for PYP Consultation Visits in IBAEM

Consultation visits are a service to schools organized by the regional office. They can be conducted at different times during a school's implementation process:

- prior to receiving candidate status
- during the candidate or trial implementation phase
- after authorization.

The regional office provides three types of consultation visits:

- A preliminary consultation visit to assess the viability of implementing the PYP at the school and to advise accordingly (for PYP interested and/or candidate schools)
- A pre-authorization consultation visit to identify a school's level of implementation and readiness for an authorization visit
- A general consultation visit to provide the school with guidance and advice on the (further) development of the PYP at the school.

It is a condition for authorization that a school receive at least one consultation visit from a regional office representative prior to the authorization visit. This may be a preliminary visit or a pre-authorization visit. Schools may request both preliminary and pre-authorization visits.

Deadlines:

The deadlines for submitting a request for a general consultation visit and for a pre-authorization consultation visit are:

- **1 June** for all visit from September to January
- **1 December** for visits from February to June

There are no submission deadlines for a preliminary consultation visit but the school should allow **3-6 months** for the visit to be arranged.

Costs:

The school requesting a consultation visit will have to cover all the following:

- a consultation visit daily fee per school visitor. For the current fees structure please consult the following link: <http://www.ibo.org/ibaem/pyp/>
- school visitors' travel, visa costs, accommodation, meals and any other incidental living cost.

Cancellation Policy:

In the case of cancellation, the school will be charged a cancellation fee and for any related costs already incurred. For the current cancellation fees please consult the following link: <http://www.ibo.org/ibaem/pyp/>

Preliminary Consultation Visit

A preliminary visit can be requested:

- as part of a 'feasibility study' when an interested school is considering implementing the Primary Years Programme
- at the beginning or early in trial implementation phase

1. The overall purpose of a preliminary visit:

To see a school in action and to meet the school leadership team.

a) The objectives of the visit are:

- to identify the school's basic organization and pedagogy. For this reason the school should be in regular session on the day of the visit.
- to assess the degree to which the existing philosophy, structures/organization, facilities and pedagogy of the school are compatible with the IB philosophy, programme requirements and PYP curriculum model
- to identify any existing or potential impediments or obstacles which might prevent or impede successful implementation of the PYP and to propose what kind of changes might be necessary to overcome them in the event that the school decides to proceed with trial-implementation
- to assess the degree to which the school administration is familiar with IB programme standards and practices and, the implementation process.

2. How to organise a preliminary visit

The school completes and sends the request form for the Preliminary visit to the IB Regional Office, Information Center: ibaem@ibo.org.

As a general rule the preliminary visit will be a 1–day visit with 1 visitor. However the length of the visit and the number of visitors may vary according to the size and/or complexity of the school.

3. School's preparation for the visit

a. The school draws up an agenda that will allow the regional office representative to:

- meet with the school administration and board representatives
- visit relevant school facilities and classrooms
- review existing curricular documentation
- meet with the head of school as well as the primary educational leadership team
- conduct a debrief meeting towards the end of the visit.

b. Schools are requested not to plan any special events for the visit. The school visitor will want to be able to experience a normal school routine. To facilitate the visit the school is requested to have available:

- a full list of staff with their qualifications and role/ position in the school
- class and teachers' schedules
- a plan of the school indicating the location of the classes

- if available, school brochures/ parent handbooks
- any written curriculum documents used by teachers.

4. Report

A written report will be sent to the school by the regional office after the visit.

Pre-authorization Consultation Visit

1. The overall purpose of a pre-authorization visit:

To help the school take stock of its implementation and assess its readiness for an authorization visit. The role of the pre-authorization visitor is to help the school determine in which areas progress has already been made, which areas need more focus/attention or further development. To that end the visitor will be guided by the requirements for authorization as outlined in the *PYP Sample Action Plan* for schools preparing for authorization. This document is sent to all schools before or at the time of acceptance as candidate schools.

2. How to organize a pre-authorization visit

The school completes and sends the request form for the pre-authorization consultation visit to the IB Regional Office, Information Center: ibaem@ibo.org.

As a general rule the preauthorization consultation visit will be a 2–day visit with 2 visitors. However the length of the visit and the number of visitors may vary according to the size and/or complexity of the school.

3. School's preparation for the visit

- a. The school proposes a schedule for the visit to the visitor(s) which includes:
 - a meeting with the head of school/board as appropriate
 - a meeting with the PYP pedagogical leadership team
 - visits to classrooms/the school facilities
 - a meeting with the PYP coordinator to review curricular documentation
 - an exit meeting with the PYP pedagogical leadership team.

- b. Makes available the following documents to the school visitor(s) prior to arrival:
 - The school's Action Plan for the trial-implementation
 - The school's Programme of Inquiry and unit planners from all grade levels
 - Any other curriculum documents which might be helpful in assessing the degree of implementation of the programme in the school.

- c. Ensure that copies of the following documents have been downloaded from the Online Curriculum Centre and made available to all relevant staff:
 - the IB Programme Standards and Practices
 - the Guide to School Application
 - the PYP School Guide to the Authorization Visit
 - the PYP Application Part B

- Application Procedure for Candidate Schools
- Rules for IB World Schools: Primary Years Programme
- General Regulations for IB World Schools: Primary Years Programme.

4. At the end of the visit

The visitor will give the PYP pedagogical leadership team oral feedback on the visit and will discuss proposals for next steps in the school's preparation for authorization.

5. After the visit

The visitor will complete a written report for the regional office providing an overview of the school's implementation status, summarizing the main proposals identified to the school and advising the regional office whether the tentative timeline for the authorization visit should be adhered to, or adjusted. The visitor does not identify dates for the authorization visit or advise the school when to request the authorization visit. The authorization visit schedule is established by the regional office in consultation with the school, taking into account the report of the consultation visit, as well as many other factors.

After the visit the regional office invites the schools receiving a pre-authorization consultation visit to complete *The School's Feedback Questionnaire*. The regional office will forward a copy of the school visit report to the PYP coordinator.

General Consultation Visits

Schools can apply for a general consultation visit to receive support and advice on general implementation of the programme.

1. The purpose of such visits might include an advice on:

- the next steps after authorization/programme evaluation visit.
- the development of the PYP in response to changes taking place at the school
- challenges the school faces with regard to implementation of the PYP
- pedagogical leadership structures to support programme implementation

Schools can apply for a general consultation visit in any phase of PYP development.

2. How to organize a general consultation visit

The school completes and sends the request form for the general consultation visit to the IB Regional Office, Information Center: ibaem@ibo.org.

As a general rule the general consultation visit will be a 1–day visit with 1 visitor. However the length of the visit and the number of visitors may vary according to the size and/or complexity of the school.

3. Report

The visit is rounded off with a report in which the visit is described and suggestions are given to the school for further development of the programme.