



Documents checklist.

Organogram for senior management team

Job description for senior management team

Roles and responsibilities with respect to Cambridge programmes and qualifications for senior management team

Key staff Cvs (principal and teachers involved in teaching Cambridge syllabuses)

Code of conduct for students and teachers

Mission statement and educational values

School development plan showing goals for the introduction of the Cambridge curriculum

Performance management plan

School curriculum policy

School language policy

Complaints policy

Health and safety policy

First aid certificates

Fire certificates as required by local legislation

School professional development policy

Evidence (in English) of government approval to offer an international curriculum

Documents to evidence other necessary government permissions

All documents should be saved in file for Cambridge and put on USB stick for Cambridge representative to take away.