

# Becoming a Cambridge Associate School

## Approval visit

**To be completed by the Associate and/or Cambridge International representative**

Name of person conducting visit

Title

Date of visit

Organisation of person conducting visit (Cambridge International or Associate)

Cambridge Associate Number

Cambridge Associate School name

Area	What is the standard?	Standard met?	Comments
	The principal is suitably qualified and experienced in educational leadership.		
	The senior management team and the governing body demonstrate clear goals for the successful introduction of Cambridge qualifications and can evidence planning to support effective implementation.		
	Senior staff are committed to setting targets for school improvement and staff development, supported by well-designed performance review and self-evaluation.		
	There is effective and transparent management of school budgets.		
	An effective complaints procedure is in place.		



Area	What is the standard?	Standard met?	Comments
<b>Mission and educational values</b>	The school has a clear mission statement that makes reference to its educational values.		
	The culture of the school is learner-centred and enables students to become confident, enquiring and resourceful learners.		
	International awareness is promoted through the curriculum and other activities.		
	Relationships between staff and students are positive, demonstrate mutual respect, and the school has established and consistent expectations of behaviour.		



Area	What is the standard?	Standard met?	Comments
<b>Teaching and learning</b>	The school is appropriately resourced with sufficient staff employed in management, teaching and support roles.		
	The school curriculum is clearly expressed and accessible to teachers, students and their parents.		
	Assessment outcomes are monitored and evaluated with clear feedback into teaching and learning strategies.		
	Teachers have appropriate qualifications to deliver Cambridge programmes and qualifications successfully.		
	Teaching takes account of students' diverse learning styles and individual needs.		
	The school has a well-designed approach to the professional development of teachers and other staff.		
	The school has a clear policy to address the language needs of learners.		



Area	What is the standard?	Standard met?	Comments
<b>Physical environment</b>	The school premises create a positive learning environment for students.		
	Specialist facilities are provided (e.g. for Cambridge International syllabuses in art and design, music, languages, ICT, physical education and the sciences).		
	Library or learning resources adequately support delivery of the curriculum.		



Area	What is the standard?	Required for stages from 11 to 19 years	Required for 5 to 11 years only	Standard met?	Comments
<b>Physical environment: Science laboratory</b>  (Please provide electronic photographs if possible)	An electric circuit breaker in the laboratory.	Yes	No		
	Electricity sockets which cannot come into contact with water.	Yes	Preferred		
	A first aid kit in the laboratory.	Yes	Yes		
	A fire extinguisher in, or very near, the laboratory.	Yes	Yes		
	A dedicated system for washing eyes.	Yes	No		
	Eye goggles for every student.	Yes	No		
	A way of storing dangerous chemicals safely.	Only if the school is offering chemistry	No		
	A method for fume extraction.	Only if the school is offering chemistry	No		
	A gas supply piped in from outside the laboratory, with a master switch inside the laboratory. The master switch may only be positioned outside the laboratory if it is easily accessible. Alternatively, gas bottles (fitted in a secure cage outside the building) or portable Bunsen burners with a safe storage site can be used.	Only if the school is offering chemistry	No		



Area	What is the standard?	Standard met?	Comments
<b>Physical environment: Exam security and administration</b>	Secure storage arrangements that meet the regulations set out in the <i>Cambridge Handbook</i> . Please specify if the Associate will store materials.		
	Exam rooms that meet the regulations as set out in the <i>Cambridge Handbook</i> . Please specify if exams will be held at Associate's premises.		
	Evidence of member(s) of staff with dedicated time to be responsible for the administration and security of our exams.		
	Evidence of the school's ability to communicate electronically, including by email and online.		
	Describe the secure storage arrangements including transportation between the school and the Associate.		
<b>Secure Storage level</b>	Container and secure room with key holders		
	Container only		
	Secure room and key holders only		
	No secure storage facilities		



Area	What is the standard?	Standard met?	Comments
<b>Legal requirements</b>	Fire certificate and all necessary equipment in place, where applicable in line with government requirements.		
	Government approval to offer international curriculum.		
	Health and safety policies, where applicable in line with government requirements.		
	First aid provision, where applicable in line with government requirements.		
	Child protection policies, where applicable in line with government requirements.		

**Qualifications the school plans to offer**

Review the list of qualifications and related information detailed on the application.

Is this still what the school intends to offer?

Yes     No

If no, submit a new list (using blank table at the back of this form) with approval form.



Please gather the following additional information

Name of the school for printing on candidate certificates (maximum of 54 characters)

VAT registration number (EU only)

**Details of Cambridge Primary administrator**

Name and email address of Cambridge Primary administrator (responsible for administering the Cambridge Primary website on behalf of the school, including the creation of personal login details for all other teachers at the school).

Role

Given name/first name

Family name/last name

Email address

**Details of Cambridge Lower Secondary administrator (if different)**

Name and email address of Cambridge Lower Secondary administrator (responsible for administering the Cambridge Lower Secondary website on behalf of the school, including the creation of personal login details for all other teachers at the school).

Role

Given name/first name

Family name/last name

Email address





**Recommendation**

You can recommend the school with conditions for those registration quality standards that do not need to be achieved fully on registration. If you do this, please detail the actions that need to be carried out in order for the school to meet the necessary registration quality standard(s) in the action plan opposite.

The 'actions' detailed should have been discussed as part of the approval visit so the school is clear how we can support them to meet all criteria. If you do not think the school will be able to resolve the concerns or that it will take them a long period of time to do so, you should not recommend they be approved, even with conditions, and suggest to the school they apply again at a later date.

Do you recommend that the school be approved as a Cambridge school in reference to the following sections?

- Management and leadership  Yes  No
- Teaching and learning  Yes  No
- Educational values  Yes  No
- Physical environment  Yes  No
- Security of Cambridge assessments and examination accommodation  Yes  No
- Legal requirements  Yes  No

Overall do you recommend the school be approved as a Cambridge school?

- Yes  Yes with conditions (detailed in action plan)  No

Signature of person who completed this form:

Date completed



Please give your reasons for your overall recommendation below:

Concern	Action	Date due



### Teaching and learning

Please confirm the final list of qualifications the school wishes to be approved for. If no details are added, we will use the list completed in the application. We will use either list in its entirety so please avoid simply adding additional qualifications here. To get a full list of the programmes and qualifications we offer visit [www.cambridgeinternational.org/qualifications](http://www.cambridgeinternational.org/qualifications)

Qualification e.g. Cambridge IGCSE Geography	Syllabus code (e.g. 0460)	Number of students expected	Number of teachers	Qualifications of teachers	Expected first year of teaching	Expected first year and series of exam (e.g. June 20XX)



Our Quality Management System meets the requirements of ISO 9001 – the internationally recognised standard for the quality management of organisations.  
FS 530509