

To be completed by the prospective Associate School

Before or while you are completing this form you may find it helpful to refer to our guide www.cie.org.uk/curriculumguide. This guide is designed to help school principals, school leaders and others responsible for the educational programme in a school, design, develop, implement and evaluate the curriculum where Cambridge programmes and qualifications are followed. It covers many of the areas we ask about on this form, such as leadership and management, and approaches to multilingual teaching.

1. Contact details

Name of Cambridge Associate to whom you will be attached

Cambridge Associate number

Cambridge Associate School name

Address

Town/City

State/Province

Postcode

Country

GPS coordinates

Main school phone number

Local time zone

Country code

Main school email address

Main school fax number

Country code

School website

Principal details

Title

Given name

Family name/last name

Your role

Email address

Phone number

Country code

2. Tell us more about your school

What is the mission of your school?

What are the values of your school?

How long has your school been established?

How would you describe your school?

If you select your students how would you describe your selection policy?

Why do you want to become a Cambridge School?

What age range of students attend your school? (tick all that apply)

- 5 to 11
- 11 to 14
- 14 to 16
- 16 to 19
- Other

How many students are there in your school?

Is your school:

- Private
- State
- Other (please provide detail)

If your school works with, or have worked with any other international education organisation enter the name of the organisation here.

Are you a full time academic institution?

What hours are students expected to attend school per week?

Do you provide coaching/tuition to students from other schools?

3. Tell us more about the decision makers in your school

Whose decision is it to apply to become a Cambridge Associate School? If the decision was made by a group or committee please provide a contact name for the group or committee.

In the future who will decide whether the school follows additional Cambridge programmes or qualifications?

4. Languages

What languages are your lessons taught in?

Our assessments are written in English and students are expected to answer in English (unless another language is being assessed). How will you manage this?

The majority of our administrative and support materials and systems are in English. How will you manage this?

5. Leadership and management (to be completed by Principal)

How long have you been Principal at this school?

What goals do you hope to achieve by becoming a Cambridge Associate school?

Describe the structure and reporting arrangements of your leadership team and management board.

Describe how strategic decisions are made within the school.

Describe the main policies and procedures you have in place for the management of staff.

Do you hold employment contracts and job descriptions for all staff?

Yes No

How do you monitor performance and manage self-improvement in your school?

How will you prepare your leadership team for following Cambridge programmes and qualifications?

Tell us about your professional development approach for teachers.

Give some examples of the professional development opportunities your teachers took in the last year.

Briefly describe your approach to curriculum design, i.e. the combination and number of subjects to be studied for each year and the design for each sequential year of schooling.

If you are planning to combine Cambridge qualifications with other local or national qualifications to form one blended school curriculum, please briefly explain how you will approach this. Balance, coherence and consistency are particularly important issues to consider. [If you have already covered this in answer to Section 4 you do not need to provide the information again – simply add the text 'Covered in Section 4'].

Tell us about how you structure learning hours into the timetable and how this reflects the types of pedagogy used in the classroom.

How will you prepare your teachers to teach Cambridge qualifications?

7. Physical environment

Please give us some basic information about your school's physical environment.

Briefly describe the structure of your school building, giving us an idea of age and quality.

Do you have health and safety policies in place, where applicable in line with government requirements?

Yes No

Do you have first aid provision in place, where applicable in line with government requirements?

Yes No

Do you have a fire certificate and all necessary equipment in place, where applicable in line with government requirements?

Yes No

Do you have child protection polices, where applicable in line with government requirement?

Yes No

If you are planning to offer any science practical components please confirm that you have the necessary facilities and resources in place by ticking the relevant boxes below. For more information on science practical requirements read our guidance document [here](#).

A method for fume extraction

A way of storing dangerous chemicals safely

Eye goggles for every student

A dedicated shower system for washing eyes

A non-slip floor

A first aid kit in the laboratory

A fire extinguisher in, or very near, the laboratory

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. If you do not have an external gas supply piped from outside the lab you may use another appropriate heat source (see specific science guidance).

Electricity sockets which cannot come into contact with water

An electric circuit breaker in the laboratory.

8. Examination security and administration

Do you have secure storage arrangements that meet the regulations set out in the *Cambridge Handbook*?

Yes No All confidential materials will be stored by the Cambridge Associate

Do the rooms you plan to hold exams in meet the regulations as set out in the *Cambridge Handbook*?

Yes No All exams will be managed by the Cambridge Associate

If held by the Associate, please provide details of secure storage arrangement including location and delivery.

Do you have a member(s) of staff with dedicated time to be responsible for the administration and security of our exams?

Yes No

Are you able to communicate electronically, including by email and online?

Yes No

Thank you very much for completing this form. Please email your completed form to your Cambridge Associate who will review it and forward it to their local Cambridge representative.

Next steps

Your form will be reviewed and you will be contacted should further information be required. We aim to contact you within five working days of receiving your application form.

If your answers demonstrate that you meet our criteria for becoming a Cambridge Associate School, an approval visit will be arranged. The approval visit may be carried out by your local Cambridge representative and/or your Cambridge Associate depending on local arrangements. They will look for evidence to show that you meet our criteria.

Your prospective Cambridge Associate will tell you what we will be looking for during the approval visit and the type of evidence you need to prepare. If your answers demonstrate that you do not meet our criteria for becoming a Cambridge Associate School we will explain why and what you need to do before you apply again.

Legal responsibilities

If you want to join Cambridge it is really important that you understand the legal responsibilities of a Cambridge Associate School and the arrangements agreed with your Cambridge Associate to ensure our regulations for the secure and effective administration of our exams are maintained. Please tick the box below to indicate that you have read and understood:

- the Centre responsibilities set out in the *Cambridge Handbook*
- the regulations set out in the *Cambridge Handbook*
- the arrangements agreed with your prospective Cambridge Associate for meeting our regulations for the secure and effective administration of our exams.

Please also confirm that you have the necessary government permissions in place to offer an international education.

Yes No

Name of person who completed this form:

Title:

Signature:

Date completed:



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