



How to become a Cambridge School



UNIVERSITY of CAMBRIDGE
International Examinations

Excellence in education

Cambridge for your school and learners

We are delighted you have taken the first step towards becoming a Cambridge School. As a Cambridge School, you will share in and contribute to our worldwide reputation for excellence in education.

Welcome to Cambridge

Becoming a Cambridge School is a way of showing your commitment to excellence in education. It means you join a learning community of over 9,000 Cambridge schools in more than 160 countries.

We help you develop successful learners – we design our education programmes and qualifications to help learners become confident, enquiring and resourceful.

Universities and employers all over the world recognise the value of Cambridge qualifications.

Thousands of people every year gain places at the world's leading universities on the strength of their Cambridge qualifications – educational standards recognised worldwide.

Cambridge puts your school in control. You know your learners best - that's why we design our programmes and qualifications to be flexible and easy to integrate. You can choose all or part of our provision to suit your learners' needs, and you can run it alongside other programmes. It is coherent from 5–19 years, leading seamlessly from primary to university entry.

Your teachers will have excellent support from Cambridge to help them in the classroom. Cambridge teachers can draw on curriculum guidance, teaching and learning resources, training and professional development.

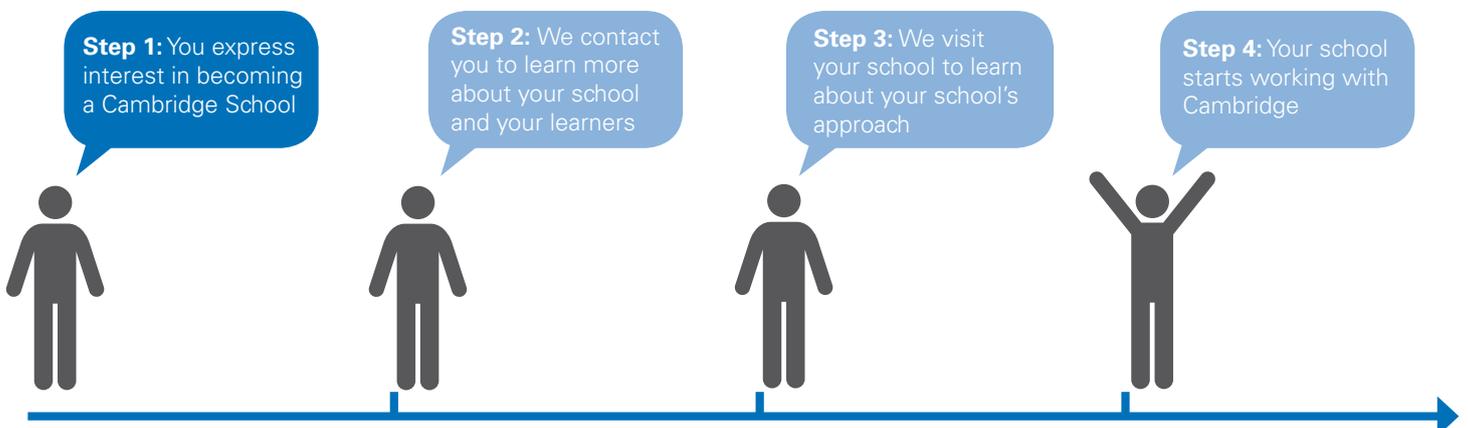
This document guides you through the four steps to becoming a registered Cambridge School – these steps are outlined in the diagram below. The whole registration process usually takes around eight weeks, and we will guide you all the way.

Ninety-eight per cent of Cambridge Schools would recommend us to other schools. Once you start working with Cambridge, we hope you will too.

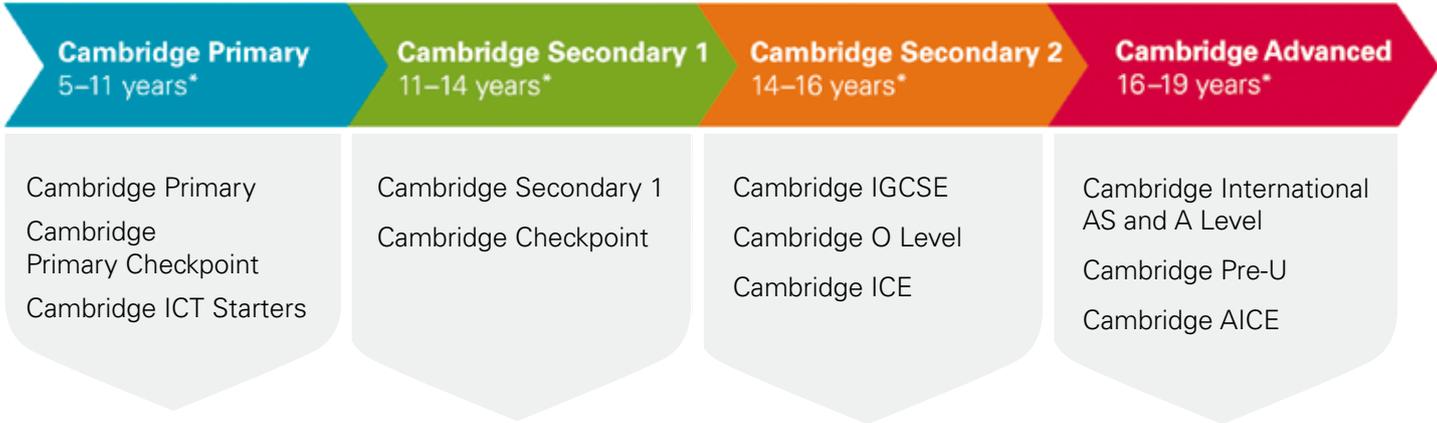
University of Cambridge International Examinations is the world's largest provider of international education programmes and qualifications for 5–19 year olds. We are part of Cambridge Assessment, a not-for-profit organisation and a department of the University of Cambridge.

We share with the University of Cambridge the mission of contributing to society through the pursuit of education, learning and research at the highest international levels of excellence. Our role in this mission is to support excellence and learning in schools and in professional development. To achieve these aims, we develop mutually beneficial partnerships with education providers worldwide.

Four steps to becoming a Cambridge school



Becoming a Cambridge School – expressing your interest



Here is an outline of the programmes, qualifications and support Cambridge offers – visit our website for a full list of the different subjects we offer:

www.cie.org.uk/education

Cambridge education programmes and qualifications are for learners aged 5–19 years and lead to world-class qualifications. Each of the four stages builds on learners’ previous development and integrates easily with other education programmes.

*Age ranges are for guidance only

Each stage has four dimensions:

- Curriculum:** developing each learner’s motivation, understanding and skills
- Qualifications:** flexible assessment, worldwide recognition
- Classroom:** expert training, teaching guides and many more resources. Schools rate our customer service and administration as the best in the world.
- Community:** becoming a Cambridge school means joining a worldwide learning community dedicated to educational excellence.

Step 1: You express interest in becoming a Cambridge School



What do I need to do next?
 First, read this guide. Next, fill out and return the *Step 1: Expression of interest* to Cambridge.
 Further instructions are included on the form, at the end of this document.
 You can also find the form on our website: www.cie.org.uk/startcambridge

Please note, UK schools have a separate process. Please complete the *Expression of interest* form and submit it to international@cie.org.uk We will then contact you to discuss the next step in becoming a Cambridge school.

Step 2: We contact you to learn more about your school and your learners



Once we have received your *Expression of interest*, one of our representatives will contact you to discuss your application and to learn more about your school.

Your school's approach – what we look for

Step 3: We visit your school to learn about your school's approach



The next step is to arrange a School Approval Visit. When we visit your school, we look at four aspects and discuss your needs with you. The areas we discuss with you are:

Management and leadership

- The principal is suitably qualified, competent and experienced in educational leadership.
- School leaders (and the governing body, where relevant) demonstrate a commitment to the successful introduction of international qualifications and have clear objectives for doing so.
- Senior staff are committed to a programme of school improvement and developing staff and students.

Teaching and learning

- The school has appropriate numbers of staff in management, teaching and support functions.
- The staff have appropriate qualifications to deliver Cambridge education programmes and qualifications successfully.
- Teaching approaches in your school take into account diverse learning styles and individual student needs.
- The school has a clear approach to developing its teachers and other staff.

Educational values

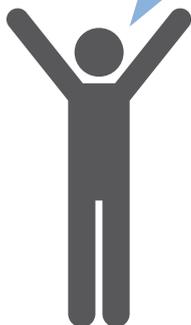
- The culture of the school is learner-centred and helps students to become confident, enquiring and resourceful learners.
- You promote international awareness through the curriculum and other activities.
- Relationships between staff and students are positive, demonstrate mutual respect and the school has established and consistent expectations of behaviour.
- The culture in your school involves self evaluation and review to enable improvements.

Physical environment

- Your school premises are conducive to learning, with a positive environment for students and adequate to deliver the curriculum.
- Some Cambridge syllabuses (e.g. art and design, music, languages, physical education, sciences) require schools to have specific resources and facilities to support the teaching, learning and assessment. If you wish to offer these subjects, please review the syllabus and specific requirements before applying to offer the subject.
- **Library or learning resources:** adequate to support the delivery of the requested curriculum, including reference, non-fiction and fiction. You should also have dedicated resources to support the professional development of your teaching staff.
- **ICT:** an appropriate number of computers are available, as well as printers, scanners and internet connectivity.
- **Health and safety, first aid procedures and fire equipment:** we usually expect to see a fire certificate from the local authorities as evidence of a minimum safety standard for the school.
- **Secure storage arrangements for question papers and other examination materials:** we ask all Cambridge Schools to maintain the integrity and security of our qualifications and assessments by handling and storing all examination materials in a proper and secure manner as defined by us. We must be confident that arrangements at the school for the secure storage of examination materials meet our regulations at the time of the school visit.
- **Facilities available for holding the examinations:** Your school needs adequate accommodation for holding examinations for the number of candidates you have.

Start working with Cambridge

Step 4: Your school starts working with Cambridge



Once your school is approved, Cambridge will send you all fee details and an agreement to sign.

Classroom support

Cambridge schools receive a range of excellent support for teachers and learners, to help deliver Cambridge education programmes and qualifications in every classroom.

We provide teacher guides, schemes of work and a resource bank of past exam papers, mark schemes and examiner reports. Cambridge Schools get full and easy access to this material from a website dedicated to supporting our teachers.

Cambridge Schools can purchase a range of endorsed textbooks which support our education programmes and qualifications, thanks to our work with publishers.

We offer teacher training online plus face-to-face training in many countries. We also hold an annual Cambridge Teachers' Conference. Cambridge teachers draw on our expert professional development programmes and qualifications, giving them the knowledge and skills they need to make the most of a Cambridge international education and help learners succeed.

Marketing support

To help you make the most of your association with Cambridge, we will provide your school with marketing materials as part of the *Cambridge Welcome Pack*. These materials can help you start to promote your relationship with us and the qualifications and subjects you offer.

The pack includes:

- a Cambridge plaque and certificate
- a marketing resources CD, with approved Cambridge logos, factsheets and tools to use in your own communications
- a sample press release announcing your approval as a Cambridge school
- a marketing resources catalogue

Administration support

Cambridge Schools know that our administration is reliable and efficient. Cambridge schools use a secure website which allows them to communicate securely with us and exchange all administrative information, including exam entries and results, entry instruction booklets and other documentation.

Our customer service is rated as the best in its class. You can always contact us if you need help, or simply have a question that's on your mind.

Fees

We charge each school an annual registration fee, plus fees for each examination entry.

If you have any questions

Getting in touch with Cambridge is easy.

Email us at international@cie.org.uk or call us on +44 1223 553554 or contact us via www.cie.org.uk