

DOCUMENT ON COOPERATION OF HEADS, LEADERS AND IB COORDINATORS

FOR

PADDINGTON BEAR PRIVATE KINDERGARTEN,

PRIVATE ELEMENTARY SCHOOL NO. 97,

PRIVATE MIDDLE SCHOOL NO. 33

AND

JEAN MONNET PRIVATE HIGH SCHOOL NO. 32

IN WARSAW

§ 1

1. This document is the basis for defining the principles of cooperation between Heads, Leaders and IB Coordinators in four educational institutions: Paddington Bear Private Kindergarten, Private Elementary School no. 97, Private Middle School no. 33 and Jean Monnet Private High School no. 32.
2. PYP, MYP and DP Coordinators are appointed by the Heads of each of the educational institutions.
3. Leaders are appointed by the Heads of each of the educational institutions.
4. Competences and tasks of Leaders and Coordinators are defined in separate documents, as part of the internal documentation of the educational institutions founded on the IBO principles.

§ 2

1. Coordinators and Leaders of the aforementioned educational institutions agree to cooperate:
 - a) to ensure the continuity of education in the PYP, MYP and DP,
 - b) to ensure the full implementation of the PYP, MYP and DP
 - c) to provide opportunities for the exchange of experience in teaching and learning processes.

Document on cooperation of Heads, Leaders and IB coordinators

2. Methods and forms of cooperation:

- a) Upon finishing Paddington Bear Private Kindergarten implementing the PYP, a student may continue their education in Private Elementary School no. 97, also implementing the PYP. Due to the horizontal and vertical scheme of the PYP projects, both institutions decide to maintain the continuity of the projects.
- b) IB Coordinators and Leaders agree to meet regularly to exchange experiences and monitor the process of implementation and realization of the PYP, and to discuss any necessary corrections in this process. The meetings shall be organized once every three months.
- c) Upon finishing Private Elementary School no. 97 a student may continue education in the IB programme in Private Middle School no. 33 and then in Jean Monnet Private High School no. 32.
- d) The aim of IB Coordinators and Leaders of the aforementioned schools is closer interaction and cooperation of the school communities through the following:
 - organization of two yearly events: the Art Festival and the Charity Fair,
 - meetings between students of the PYP, MYP and DP,
 - activities of the MYP and DP students within the framework of Community and Service (MYP) and Creativity Action Service (DP).
- e) In order to present the complexity of the PYP, MYP and DP to the wider public the aforementioned educational institutions decide to create a common website, on which information and photographs shall be posted, presenting the teaching and learning process in the schools implementing the IB programme.
- f) The Heads are responsible for providing common workshops for the employees of the schools, the IB Coordinators and Leaders are responsible for their suitability.
- g) The Heads agree that the registration fee shall be paid only once, i.e. a student commencing education in one of the aforementioned schools shall be exempt from paying the registration fee in case of continuing education in the school of a higher level.