**Session 3: Documentation and policies**

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| **Aspect** | **Document or policy** | **Audience** | **Design participants** |
| Programme understanding | MYP programme available online, in print | Parents, teachers, students | IB, managers, co-ordinators |
| Mission statement | Parents, teachers, students | managers, co-ordinators, teachers |
|  | governers |  |
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| Curriculum | Per yeargroup and vertically | Parents, teachers, students, governors | IB, managers, MYP co-ordinator, teachers planning collaboratively, |
| Curriculum plan/model written |  | Core team leaders |
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| Assessment | Assessment policy | Students, teachers, parents, governors | IB, MYP co-ordinator, teachers, students |
| public document | Students, teachers, parents |  |
| Information material before reports | Students, teachers, parents |  |
| Workshop programme | Students, teachers, parents |  |
| School profile/ethos | Mission statement | Students, teachers, parents, governors | Managers, governors, parents, teachers |
| School rules |  |  |
| Brochure / website |  |  |
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| ANO | Induction documentation |  |  |
| Tracking - How |  |  |
| School language policy |  |  |
| Academic honesty policy | Turnitin.com |  |