**Session 3: Documentation and policies**

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| **Aspect** | **Document or policy** | **Audience** | **Design participants** |
| Programme understanding | IB PTP | Teachers | IB |
| Modified school version PTP |  | MYP coordinator, teachers, administration |
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| Curriculum | Subject-guide | Teachers | IB |
| Unit-planners | Teacher | MYP coordinator & teachers |
| Lesson plan template | Teacher | MYP coordinator & teachers |
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| Assessment | Guidelines |  |  |
| Exemplars |  | IB |
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| School profile/ethos | Website | Parents, students, teachers, prospective students/teachers | Administration, teachers, technology support, |
| Brochures for public | Parents, investors, prospective student/teachers |  |
| Workshop |  |  |
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| ANO | Academic honesty guidelines |  |  |
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