



# Academic Year For PYP Coordinators



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PYP Coordinator's Handbook



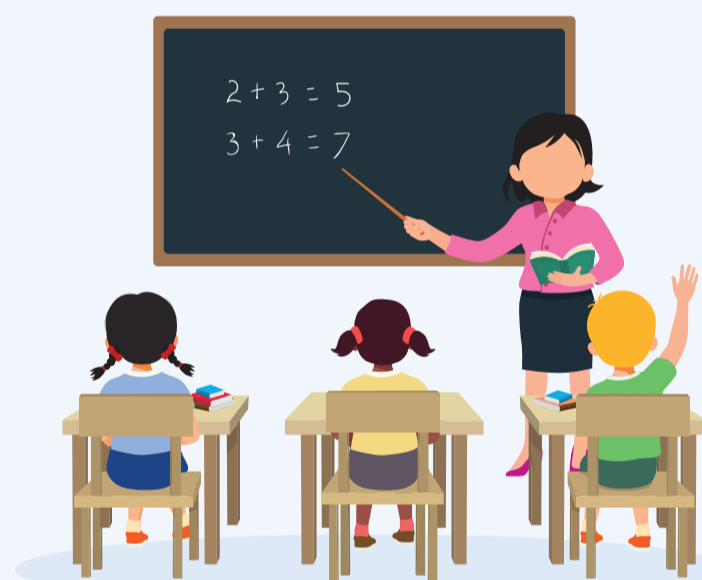
## Beginning

- Transition your school's ManageBac account to the new school year
- Confirm annual IB fees were paid
- Audit or renew online subscriptions
- Practically promote the IB ethos
- Support teachers new to your school or the PYP
- Confirm professional development needs
- Ensure awareness regarding the timeline for the next IB Visit



## Middle

- Continue to develop a shared understanding of the IB Learner Profile, Approaches to Learning and Inquiry Learning Amongst Community Members, including students, teachers and parents
- Facilitate the PYP Exhibition
- Review new information or documents from the IB
- Support in the implementation and reflection of the school's Programme of Inquiry
- Begin transition preparation for PYP students to MYP
- Submit purchase requests for next academic year
- Facilitate pupil-led conferences



## End

- Review policies, handbooks and other guiding documents
- Confirm next year's budget
- Identify professional development needs
- Make contact with new faculty members for next year
- Provide time for horizontal and vertical articulation of the Programme of Inquiry
- Transition leavers, both students and staff
- Celebrate successes and reflect upon opportunities for growth in moving forward

