

## Conditions for the approval of consolidation or relocation of IB Programmes

In order to approve maintaining IB authorization for a school considering moving its IB programme or combining with another school, the IB needs to determine the extent to which the programme running in the new school entity is the same as the IB programme that was last evaluated in the existing school. We encourage schools to discuss the context of the move and how the change will be managed with their IB School Relationship Manager. Please see below for guidelines on the typical evidence that we require to support the move, in addition to a letter of support from the governing body.

A school wanting to consolidate or relocate its IB Programme should submit proof of the following evidence:

1. That the old/new site will either close down or stop teaching the IB programme.
2. That the new/ joint site is ready for teaching at a stipulated date.
3. That the school facility will come under the same governing body of the original IB school. If the school comes under a different governing body or district, proof of support will need to be submitted together with budgetary requirements similar to those of the application/evaluation process.
4. That the current Head/Principal of the IB school will remain in the position at the new school. If the Head/Principal will change, then the letter from the governing body should address the direction set for the incoming Head or attach a letter from the designated Head/Principal showing support for the IB programme.
5. That the current IB coordinator will stay in the position under the new arrangement. If the IB coordinator changes, the school must submit proof of IB training for the IB coordinator designate.
6. That the majority of the current IB trained staff will continue to teach the IB courses under the new arrangement. If not all IB trained teachers stay in their positions, the school should indicate what positions need to be filled and identify the IB professional development that will be provided to these teachers. If only a minority of current IB teachers moves across to the new school, the IB will discuss with the school its plans to induct the new faculty and so determine whether a new authorization process will need to take place.

7. That the majority of current IB students will remain in the programme, and that the current admissions and related inclusion and support policies will remain in effect. If only a minority of the current students stay, the IB will discuss with the school the relevance of its current structures under the IB Standards and Practices, and the support of the community for the IB programme, and so determine whether a new authorization process will need to take place.
8. Name of the new school (if different from previous name).
9. At the discretion of the IB, a site-visit to inspect the new facility and situation might take place at the expense of the school. During the visit, an IB representative will inspect the new facility and meet with the Principal, the IB coordinator and a member of the governing body to ensure that the programme is properly implemented. Following the visit and confirmation of the above items, the IB will recommend approval of the change. The school will maintain the same IBIS school code.

Please submit the above documentation to:

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