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4th June 2010

John Gillespie, Director
The International School of Azerbaijan
c/o BP Azerbaijan
Chertsey Road, Sunbury on Thames
TW16 7LN
Middlesex, UK

Dear John,

Award of Candidate Status for CIS Re-Accreditation

On behalf of the Board of Trustees of the Council of International Schools, the CIS Accreditation Service and its Advisors have now completed their consideration of the April 2010 Preparatory Visitor's Report on your school submitted by Kay Mongardi. I am pleased to inform you that the report has been accepted, along with the recommendations it contains. This means that The International School of Azerbaijan (TISA) has been granted Candidate Status for CIS re-Accreditation. Congratulations on this achievement.

CIS noted positive features in the Preparatory Visitor's Report which support the award of re-accreditation candidate status. For example:

- The curriculum documents are complete, and a recently established student assessment policy is in line with the IB requirements.
- The Pastoral Care and tutorial programmes in the secondary years, as well as the cross curricular activities and inter disciplinary themes in the PYP and MYP, encourage the students to connect learning experiences and build on those experiences.
- The present Board has been very responsible for an improvement in business management within the school in recent times which has improved the transparency in the financial arena.
- The School has completed the current Strategic Plan and will be using the re-accreditation self study as a source for creating the next long term educational and financial plans.
- Professional development funds are generous and the professional development policy is clearly stated.
- Complete emergency and evacuation procedures and other safety information are posted in each classroom, assembly space and office space.

- The allocation of the secondary library in TISA 4 has been an excellent addition to the school. Collections have been very carefully selected to meet the needs of the students and the courses that are offered.

TISA should therefore proceed with the next stages of the re-accreditation process, following a timeline similar to that proposed by the Visitor:

<i>Timeline –The International School of Azerbaijan</i>	
August 2010	Set up all committees and begin the Self-Study. Put an early emphasis on Part One and Section A of Part Two.
February 2012	Complete and distribute the Self-Study Report.
Spring 2012	Host the Team Visit.

The school will be using the 7th Edition of the “Guide to School Evaluation and Accreditation” published by CIS (and Co-Authors NEASC). Further practical help can be found in the booklets “The Self-Study” and “The Team Visit”. If you do not already have copies, these documents can be obtained from this address: suecollins@cois.org

During the Self Study period, TISA should take into account the “Suggested Action” points in various sections of the Preparatory Visitor’s Report. In particular:

- The administrative team create guidelines for the development of procedures to measure the success of the guiding statements in the school.
- The administrative team clarify professional development opportunities for the teaching assistants.
- The Board seriously consider a separate procedural audit of the school financial resources to continue to ensure transparency in the financial aspects of the school.
- The Principals plan more opportunities for cross divisional meetings to improve vertical and cross curricular integration.
- The ELS teachers from the primary school and secondary school begin to develop an all school ELS department and collaborate on methodology used across the school.
- The administrative team consider the establishment of a technology committee.
- The secondary principal and student council sponsor work with the student council to develop their role as the student voice in school decision making.
- The student activities director balance the offerings between the three terms to ensure student interest throughout the year.

May I wish you John and the entire school community, every success as you continue the drive towards CIS re-accreditation. Please do not hesitate to contact Regional Accreditation Officer Kay Mongardi kaymongardi@cois.org or me if we can be of further help.

With my best wishes.

Yours sincerely,

A handwritten signature in blue ink that reads "G. Percy".

Gerry
Dr. Gerry Percy
Director of Accreditation Services
Council of International Schools (CIS)

[Please note: You should have received the Preparatory Visitor's Report to which this letter refers. If this is not the case, please contact Sue Collins at the CIS Madrid Office suecollins@cois.org so that she can re-send you a copy.]