

## GUIDELINES FOR SCHOOLS HOSTING EITHER A COBIS COMPLIANCE OR PATRON'S ACCREDITATION VISIT

*Please note: This information is sent to all schools who have registered for COBIS compliance or Patron's Accreditation.*

Names and contact details of the Lead Improvement Partner and Peer Accreditors will be shared with the school.

The school will liaise with the Lead Improvement Partner (LIP) and Team to make arrangements for the visit. **COBIS follows FCO guidance about the school visit in order to ensure the safety of the staff sent to visit the school.**

It will be the school's responsibility to arrange the following:

- **Visas.** Costs and assistance with the obtaining of visas (tourist normally) for the LIP and team as needed
- **Return flights**

The school will book the flights of the Lead Improvement Partner (LIP) and the Peer Accreditors (PAs).

The COBIS protocol is, as a minimum, the following:

- up to 6 hours' flight time - Economy
- 6-8 hours - Premium Economy
- Above 8 hours - Business Class.

Please be aware the Team has to meet in the hotel the evening before the first working day of the visit so when booking flight times this will have to be taken into account. Therefore, Peer Accreditors should arrive in the morning or the day before. The school must contact the team and LIP to check travel needs (for example, nearest airport) and passport numbers and name as it appears on the passport.

- **Airport transfers**

The school is responsible for transfers from the airport for the Lead Improvement Partner (LIP) and Peer Accreditors (PAs) to the accommodation and back to the airport on departure.

- **Travel Insurance**

It will be the school's duty to ensure the Lead Improvement Partner and Peer Accreditors have the necessary travel and medical insurance to cover the visit.

Where members of the team need to purchase this, the school will be required to reimburse the costs in the same currency on proof of a valid receipt.

- **Accommodation and subsistence**

Accommodation for the Lead Improvement Partner (and Peer Accreditors where Accreditation is being completed) needs to cover the nights of the school visits and necessary travel days as required by travel arrangements (this might require flights arriving early before the visit or leaving the day after the visit).

All members of the Team visiting the school will be required to stay at the same hotel.

Hotels have to be en-suite and equivalent of 4\* standard. This should also include booking and payment for breakfast and evening meals, access to the internet/WIFI but not alcoholic drinks nor additional beverages outside of meals which is the responsibility of the individuals in the team.

- **Travel to and from the hotel to the school**

The school is responsible for daily transfers for the LIP and Peer Accreditors (PAs) from the accommodation to the school on the days of the Compliance/Patron's Accreditation visit and back to the hotel at the end of the day.

- **Return transfers from the team members' residence to the airport**

The school will be required to reimburse the travel costs to and from the team members' home to the airport on proof of valid receipts.

- **Designated working space in the school**

The school needs to provide the Lead Improvement Partner and Accreditation Team a room to work in the school which should have access to a computer, printer, clock and tea/coffee/drinking water, snacks, fruit. If the school has multiple campuses, the team may need more than one room depending on how far the sites are from each other.

Depending on the schedule of the visit as agreed between the Lead Improvement Partner and school, the school will organise and provide the provision of lunch (sandwich or other as appropriate, for example lunch with students) on each working day.