

Nordic Network Application and Visit Guidelines



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Application procedure

Application for membership to the Nordic Network has three phases: the initial school application, a school visit, a review and decision by the Nordic Network board followed by notification to the school.

Below is a description of the steps involved:

Step	Description
1	Submission of the Application Form and payment of the Application Fee.
2	The NN Administrator (NNA) finds a mutually convenient date for an Application Visit. All costs related to the school visit are the responsibility of the applicant school. We always try to keep costs to a minimum.
3.	NNA allocates two people from the NN Board to conduct the visit. This is usually one person from the country the applicant school is located in and one person from one of the other Nordic countries represented on the Board.
4	NNA informs the applicant school who the visitors will be and describes what the visit will look like.
5	The school starts to prepare for the visit, including reviewing the checklist which will be sent to the school prior to the visit, and preparing a brief presentation (see sample schedule below).
6	Following the visit the visitors submit a report to the Board with their recommendations for membership
7	At the next Board meeting, the report is reviewed and a decision made regarding membership.
8	The NNA informs the school of the decision

Applicant School Visit Information

Purpose of the visit

The purpose of the school visit is for representatives of the Nordic Network to meet the Leadership and Faculty of an applicant school, establish a relationship and support the school in the application process. The school visit allows representatives of the Nordic Network to see the school and ensure that the values and ethos of the school are in line with those of the Nordic Network.

The school visit is not an Accreditation Visit, Ofsted Inspection, or any other form of school inspection.

These are one day visits usually involving an overnight stay. The cost of the visit is the responsibility of the Applicant School.

Below is a typical schedule for an Applicant school Visit. Two Board members conduct the visit - one member from the country the Applicant School is located in and one Board member from another Nordic country.

The schedule is finalized in collaboration with the visiting team members and application school, prior to the visit.

Sample schedule

09:15-09:30 *Orientation and welcome.* Visitors arrive at the Applicant school. Refreshments with the Head of School plus other members of the Leadership Team should the school request this.

09:30-10:15 Members of the leadership team give a presentation of the school including the following areas:

- Background
- School Culture
- Vision, Mission and Values
- Developmental Areas
- Child Safeguarding
- Curriculum and Learning
- Why do you want to be a member of the Nordic Network?
- Other

10:15-11:15 Tour of the school campus, opportunities to visit classrooms and talk with students and all school employees on an informal basis. Check health and safety provision-fire exits and signage, fire fighting equipment, cleanliness of the building in particular any food preparation areas and dining areas.

- 11:15-12:00 Follow up Q&A based on presentation, tour and checklist
- 12:00-12:45 Lunch
- 12:45-13:15 Visitors prepare the exit meeting
- 13:15-13:45 Exit meeting with the HOS
- 13:45-14:15 Coffee and farewells
- 14:45- 17:00- for NN board members to reconvene and write the report