1   The Quality System

A quality system is established at IST to ensure quality, clarity, and efficiency of operation, and to ensure that the school is run according to all applicable laws and regulations. The system fulfils the requirement in Friskoleloven (the Private School Act) to have an "adequate system" ("forsvarlig system").

The Board is responsible for the supervision of the total system and reviews it annually (see the board annual plan in QD 1.3.3). The day-to-day management of the system is delegated to the Principal and his Control Group (see section 3.1 below). Any delegation of follow-up authority shall be supported by appropriate training.

The quality system has two parts: IST quality documents and the IK-friskole system. These two parts are complementary.

2   Quality documents

The collection of internal procedures, handbooks, and guides are collectively called Quality Documents (QD). ~~All Quality Documents shall be available in both Norwegian and English. Approval may be based on one or both language versions.~~

The header of each document indicates its QD number, by whom it shall be approved and a version number (normally the year of approval). When a QD is changed, corresponding changes shall be made to the index document QD 0.1, indicating the current approved version.

All Quality Documents are held on the QD web server, with a unique web address for each document in its approved version.

3   The IK-friskole System

IST has adopted IK-friskole, a web-based system from Kristne Friskolers Forbund, as a tool to assist in quality system management. The system is used to ensure compliance with all relevant laws and regulations, by cross-referencing from legal requirements to our QD documents. It is also a tool to monitor the follow-up of quality system requirements.

3.1   The Control Group

The Control Group, as referred to by IK-friskole, consists of the Leadership Team + "verneombud". The control group shall periodically, through the use of the check lists in IK-friskole, ensure that the school is compliant with relevant laws and regulations. The principal shall present an action plan

based on the results of the periodic reviews, and report to the Board at its annual meeting on quality (see QD 1.3.3).

The Control Group shall establish an updated calendar for all quality related activities, to be presented by the principal at the annual board quality meeting (see QD 1.3.3). This calendar includes regular scheduled events (e.g., school annual report, national tests, school fee calculations) as well as ad hoc activities (e.g., planned audits, outstanding issues from inspections, items from control group action plan).

The Control Group shall perform periodic risk assessments as specified in QD 5.4 Risk Assessment. They shall also assess whether general training is required to make affected employees informed about internal and external rules and regulations.

The Control Group shall appoint one of its members as the **Quality Secretary**, whose main responsibility is to keep the IK-friskole system updated, and to report any needs for QD updates identified through IK-friskole updates. The QD Index is maintained and updated by the Quality Secretary. The principal remains responsible to the Board that the tasks defined for the Control Group are carried out.

3.2   Links between IK-friskole and IST Quality Documents

The links between the IK-friskole system and the QD documents addressing the issues in each IK-friskole section are summarized in a spreadsheet. This spreadsheet is named QD 1.4.1 Quality matrix.

3.3   Audits and non-conformances

All non-conformances, whether from incidents or planned activities shall be monitored and documented through the IK-friskole system. This is described in document QD 1.4.2 Audits and non-conformances.

4   Overview of main quality monitoring tools in use at IST

Tool described	Which aspect of quality is monitored by this tool?	Who is responsible for implementation?	Who is responsible for follow up?	When / how often?
School based:				
Continuous assessment	Educational progress students	IST teaching staff	Principal, ~~DPC,~~ PYP/MYP coordinators	Continuous
Students reports	Educational progress students	Staff + Coordinators	Principal, ~~DPC,~~ PYP/MYP coordinators	December; June
Mid-term Assessments	Educational progress	Staff + Coordinators	~~DPC;~~ PYP/MYP coordinators; class teachers	October; March
Portfolios	Educational progress students	IST teaching staff	DPC; PYP/MYP coordinators	Continuous
Work environment survey	Quality work environment at IST	Verneombud	Verneombud; Principal; DPA	Spring
Evaluation fire drills / emergency drills	Fire safety / Emergency preparedness	Deputy Principal; Verneombud	Principal; DPA	Minimum 2 times per year
Vernerunde	Quality and safety work environment.	Verneombud	Verneombud; Principal; DPA	Once every 2 months.
Staff appraisals	General quality of work; common understanding regarding content of the job description.	Principal	Individual staff member and Principal with appraisers (LT, PYP/MYP coordinators	First six months of contract; then every two years.
Approval accounts	Financial management IST	DPA	Principal	Once a year: before 1st of June
Tilsyn Statsforvalteren	Compliance with laws and regulations	Statsforvalteren I Vestfold og Telemark	Principal; Board	Once a year: Sept/October

Principal's report to the Board: quality at IST	Whole school quality	Principal reports	Board discusses and agrees targets for next year's plan of action.	Once a year: May/June
National:				
Nasjonale prøver	Progress (PYP 5; MYP B) in Maths, English and Norwegian.	Utdanningsdirektoratet / Principal	Principal; PYP/MYP coordinators, DPA, DPC	Once a year: September
Elevundersøkelsen	School and learning environment	Utdanningsdirektoratet / Principal	Principal; LT	Once a year: April
Kartleggingsprøver	Progress (PYP 3) in reading and aritmethic	Utdanningsdirektoratet / Principal	Principal; DPC; PYP/MYP coordinators	Once a year: April
International:				
IB authorization / evaluation	Compliance with IB standards and good practice.	IBAEM regional office Geneva	Principal; DPC; PYP/MYP coordinators	After initial authorization: every 5 years
CIS accreditation Now membership, and planning for accreditation in the future	Compliance with CIS standards and good practice.	CIS European office in the Netherlands	Principal; PYP/MYP coordinators	After initial authorization: every 5 years

Abbreviations:
IST - International School Telemark
PYP - Primary Years Programme
MYP - Middle Years Programme
DPA - Deputy Principal Administration
LT - Leadership Team
IB - International Baccalaureate
IBAEM - International Baccalaureate Africa, Europe, and Middle East
CIS - Council of International Schools