



Parent Handbook Academic Year 2020 - 21

Reviewed on 17 June 2020

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1. The School

The name '**Candor**' is derived from the Latin word '*candere*', which means 'to shine'. It stands for openness, impartiality, frankness, honesty, integrity and purity. We believe in 'candor' and aim to infuse this quality into our students and into everything Candor stands for.

2. Our Aspiration

"...to nurture young adults who will be catalysts for positive change both nationally and internationally; and who will ensure the protection of the environment, and the preservation of ethical and moral values in an age of constant social, political, economic, technological and environmental changes."

3. Core Values

The Aspiration of Candor International School will be articulated through the values of

Love of Learning through life long enquiry

Respect for diversity of people, faith, culture and ideas

Concern for community at all levels

Integrity of thought, speech and actions

Openness to adopting the best models

Transparency of standards and practices

4. Admissions

Admissions Policy: Students will be chosen by the Admissions Committee composed of

- Principal
- Admissions Officer
- Section Coordinator
- HOD Additional Learning Support(as required)

Supporting Documents to complete the Admissions Process

- Photocopy of the Birth Certificate
- Original Transfer Certificate from the school last attended
- Conduct Certificate from the school last attended
- Photocopy of the scholastic achievement records from the school last attended confirming successful completion of the preceding class
- Completed Medical Record from an authorized Medical Practitioner
- Blood group supported by a medical certificate
- Four Passport sized Photographs
- Any other information Parents consider necessary for the school to know

Additional Documents for Overseas Students

- A valid passport
- A student visa — Regular or Provisional
- Proof of availability of sufficient funds for the duration of studies in India for self- financing international students

The school will provide the necessary documents to support a student visa once the registration is complete.

5. Withdrawal

Parents have to inform the school office in advance in case of withdrawal of their child(ren). This will help the school office to get the necessary transcripts ready on time.

** Please refer to note on Withdrawals/Refund in the fee structure.*

6. School Year

The Candor Academic Year begins in the first week of August and ends at the end of May. The academic year is divided into two Semesters: Semester I and Semester II. The Semesters are divided into 4 Quarters.

7. School Hours

Candor International School is a day and residential school. The school working hours are from 8:00 am to 3:30 pm on all working days, unless specified otherwise by the school .

Breakfast for all students and staff will be served from 8:00am and the first class will begin at 8:20am. Classes end at 3:20pm after which students have a quick snack before dispersal. The School buses will leave the school premises at 3:30pm

8. Cycle Schedule

Candor follows a 5-day cycle. Each student is expected to follow the given Time Table unless specified otherwise by the school.

9. Contacting the school

Parents can call the school office between 8:00am to 5:00pm (Monday to Friday) for any information, appointments or to contact any particular teaching staff. (Please refer to Appendix for contact numbers).

10. Dress Code

School Uniform: Formal uniforms and Sports uniforms will be worn on specified days. Neatness, modesty and sensitivity to the Indian culture and the community around the school must be maintained at all times.

11. Curriculum

At Candor International School, all three sections-Primary, Middle and High propose to offer international curricula which emphasises the process of learning both in curricular and co-curricular areas through the strategies of 'teaching for learning' as well as through the monitoring of the end results of the learning process. The curriculum will also integrates CAS (creativity, activity and service), Additional Learning Support (ALS) Department, Arts, Sports, English as a Second Language, and Second Languages of French, Spanish and Hindi into its curricular programmes. The School also provides Additional Learning Support to students who needs it. This is granted after parental consent, assessment report from the professional.

Primary School - Kindergarten 1- Grade 5

The School follows the IB – PYP(International Baccalaureate Primary Years Program). This curriculum is inquiry-based, student-centered and trans- disciplinary and will transform your child into a life long learner.

Middle School - Grade 6 - 10

The Middle School Programme offers a wide range of subjects and encourages high academic standards through a practical approach to teaching and learning. Assessment is not limited to conventional paper-pen/pencil exercises but consists of a variety of tasks to assess learning tests e.g. oral and listening tests.

High School - Grade 11 - 12

The High School programme is broad-based to allow students to greater options for university both in India and overseas.

12. Communications

Issues	Person to Contact
<ul style="list-style-type: none">• School programmes and activities• Concerns about your child• School improvement• Any other school related issues	<p>Principal - Ms. Anvita Gupta Mobile: (0) 7760399991 Email: principal@candorschool.com</p>
<ul style="list-style-type: none">• Curricular / Co-curricular Programmes	<p>Coordinator PYP – Ms. Kiran Singh Email:kiran.s@candorschool.com Coordinator EYP Ms. Rohna Email:rhona.g@candorschool.com Coordinator MSP – Ms. Dipti Singh Email:dipti.s@candorscchool.com Coordinator Cambridge IGCSE / AS & A level – Ms. Anjana Gupta Email :anjana.g@candorschool.com Coordinator IDBP– Mr. Gaurab Email :gourab.s@candorschool.com</p>

- Residential Life
- Discipline Matters
- Food Services
- Health Care

- Admissions

- Transport Manager
 - Security

- Uniforms

- ● Books and Stationery

Dean- Admin.- Mr. Sridhar Chintapatla
Mobile: (0) 7760399992
Email: sridhar.c@candorschool.com

Admission: Ms. Usha

Transport: Mr. George
Mobile: (0) 7760299993
Email: george.s@candorschool.com

Stores: Mr Susinathan
stores@candorschool.com

- **Daily communication between parents and teachers:**
Parents are requested to communicate with the teachers (homeroom or subject) only through the Student Planner; Parent are encouraged to write to Homeroom Teacher or Subject Teacher in the student planner. Communications via the planner is more relevant to students of Pre K to Grade 6.

Messages or notes sent in by parents must be duly signed and dated. On receipt, the respective teacher(s) will acknowledge the note as read followed by a response, if any.

- **Emails:**
Parents can communicate via email to the teacher (homeroom or subject) directly. If there is any issue that needs further discussion, such issues should be emailed to the section coordinators. In case the matter is not satisfactorily resolved the Principal should be contacted.

13. Visiting the School

Parents are welcome to visit the school. We encourage parents to make prior appointment with the concerned faculty to ensure their availability.

14. Permissions

Parents can collect their child early before 3:30 pm / drop them later than 8:00 am in special cases after prior permission from Home Room Tutor and respective coordinator, while taking permission they must keep the front desk in the loop of emails. The mail for the special permission must reach the school before 9.00 am.

15. Consent Forms

The School may send consent forms from time to time for different purposes. Parents are requested to respond to them in the specified time frame.

16. Change of Address and Other Contact Information

Parents should immediately notify any change of address or Telephone/mobile numbers to the admission department with a copy to Dean Administration and Principal. If there is any emergency, it is important that the school has updated information.

17. Assessments

Assessments in Candor International School are made up of formative assessments and summative assessments.

Formative assessments or Assessment for Learning are on-going assessments that help the teacher and students identify where they are and how can achieve their learning targets.

Summative assessments or Assessment of Learning are assessments at the end of a learning cycle, in a particular subject or at the end of the semester. Term end assessments are at the end of each term to assess the overall understanding and know of the student. The parents will be kept duly informed of the feedback for summative and Term end Assessment feedback will be uploaded on the school's ERP system – Learn Beyond.

18. Homework

Candor believes that homework is a meaningful activity that extends and reinforces classroom learning experience when the student returns home or to the Dorm. In primary school homework is not a necessarily paper and pencil activity. It is assessed through verbal, presentational, written activities

following day. In middle school teachers will maintain a homework plan for the cycle so that students will not have more than two major pieces of homework per evenings. In high school students are responsible for meeting the homework submission deadlines. Students must make a habit of writing up notes for every subjects that they have had for the day.

19. Reporting Cycle

Meeting with the parent is a calendared event. It is strongly recommended that parents attend the meeting as planned. It is a time when the teacher provides comprehensive feedback on the student that is beyond academics.

Types of Meetings

Parent Teacher Meeting (PTM): This is between the teacher and parent.

Parent Teacher Student Conference (PTSC): This is a three way conference between Parent Teacher and Student. Therefore parents must get the student for this interaction.

Student Lead Conference (SLC): Student Lead Conference is for the PYP students. This is led by the student taking the parent through their learning journey. The teacher plays a passive role on the day of the conference.

20. Student-Led Conferences

Student-led conferences are events held at the end of a learning cycle, to celebrate students' learning. Such an event is organized by the students. Parents are invited to visit the classroom where the student explains his/her learning and experiences. Teachers are mere facilitators during such an event and no discussions

regarding student progress will be encouraged.

21. Food Services

Parents will be informed through monthly updates regarding the change of menu for breakfast, snack and lunch. Parents are requested to inform the school if there is any concern regarding the food served. The concern will be addressed by the person in charge. Parents are also to notify the homeroom teacher if their child is allergic to any food being served at school. This will help the teachers to make alternate arrangements and keep a check on the child's food to avoid any allergies or sickness. The school does not allow food to be carried from home, In any special case permission has to be taken from school principal and parent might need to provide a doctor's certificate if required.

22. Activity Clubs

Activity clubs are intended to be enjoyable for the students. Attendance is mandatory. All students must sign up for 1 club per semester. The club listing will be put up during the first cycle of school and students can sign up according to personal interest.

23. Transport

- **Using the school bus:** Parents are requested to indicate whether their child will be using school transport. This will help us in identifying bus stops and routes.
- **Pick up and drop:** Parents are requested to inform the school authorities regarding the authorized person who will be there to drop and pick up the child every day.
- In case the authorized person is unavailable, parents have to notify the school in advance.
- The students will be picked up and dropped at the designated stops, decided by the school.
- Parents are requested to make the necessary arrangements in case the student has to cross the road.
- School buses will not alter routes based on parent request during a academic session. The school however reserves the right to alter / modify a route due to unexpected or compelling circumstances.
- **Waiting for pick up and drop:** Parents are expected to be on time to drop and pick up their children. The bus will not wait for parents and children, which will cause a delay for the students.
- **Assistants:** Every bus will have an assistant who will be responsible for discipline and to assist students to embark and disembark during pick up and drop.
- **Students Absences:** Parents are requested to inform the bus assistant about their child's absence.

24. Absences

Parents are requested to inform the school office about their Child's absence. If a student is unwell the school should be notified by phone or email on the day of absence, followed by a letter when the child returns to school. This enables us to ensure your child's absence is accounted for and is safe at all times.

25. Infectious Diseases

In case a child is down with a contagious infection, parents are requested to keep them at home to avoid spreading the infection to the other children. Parents need to inform the school office regarding the absence, followed by a letter when the child returns to school.

26. Birthday Celebrations

- **In-Class celebrations:** Parents may notify the **homeroom teacher** teacher well in advance if they wish to celebrate their child's birthday in class. Return gifts are not allowed in school.
- **Gifts to teachers:** Parents are discouraged from offering gifts to teachers on any occasion.

27. ID Cards & Exeat Cards

Each student will receive an Identity Card along with 2 exeat cards. The ID card must be worn at all times by the students while in school.

Exeat cards are used at the time of student pick up from the school or school transport. The school will issue a duplicate ID or Exeat card at a fine of Rs 500/-



EMERGENCY MEDICAL UNDERTAKING

We / I, the parent (s) of _____, studying in Grade____, permit any emergency surgery in the event of an accident/infection.

We will undertake the cost of the procedure and all other related expenses.

We / I do not hold Candor International School responsible for the consequences or after-effects of such a procedure, and will cooperate with the school authorities during and after the process. We / I understand that the school has referred our child to the best medical care available, in their spirit of care and concern.

Signature of Parent (s) _____

Date: _____

Note: This undertaking needs to be signed and handed back to the school office during the Parent Orientation or latest during the first week of school.