



# COMMUNICATION

**This document has been developed to streamline parent communication so that the person best placed to assist is the first point of contact. Please follow the flowcharts when contacting the school before escalating.**

## ACADEMIC CONCERNS



## INCLUSION AND LEARNING SUPPORT



## SOCIAL/EMOTIONAL WELLBEING



## PASTORAL, BEHAVIOUR, GENERAL CONCERNS



## MEDICAL



## EVENTS

1. EVENT ORGANISER

2. EVENTS COORDINATOR

4. HEAD OF  
DIVISION

3. HOS

## BOARDING

1. HOUSE PARENT

2. HEAD OF BOARDING

3. DEAN OF ADMINISTRATION

4. HOS

## TRANSPORT

1. TRANSPORT COORDINATOR

2. SENIOR ADMIN OFFICER

3. DEAN OF ADMINISTRATION

## CONTACTS AND EMAIL ADDRESSES

Head of School Mr. Ross Ferris <a href="mailto:hos@candorschool.com">hos@candorschool.com</a>	Additional Learning Support Ms. Puja Sood <a href="mailto:puja.s@candorschool.com">puja.s@candorschool.com</a>	Dean of Administration Mr. Sridhar <a href="mailto:dean@candorschool.com">dean@candorschool.com</a>
Head of Primary Ms. Sreeja Nair <a href="mailto:headofprimary@candorschool.com">headofprimary@candorschool.com</a>	University and Careers Ms. Priscilla Boaz <a href="mailto:priscilla.b@candorschool.com">priscilla.b@candorschool.com</a>	Senior Administration Officer Mr. Ashok Hedge <a href="mailto:ashok.h@candorschool.com">ashok.h@candorschool.com</a>
Head of Secondary Ms. Aruna Adeel <a href="mailto:headofsecondary@candorschool.com">headofsecondary@candorschool.com</a>	Wellbeing Coordinator Ms. Poonam Mitra <a href="mailto:poonam.m@candorschool.com">poonam.m@candorschool.com</a>	PYP Counselor <a href="mailto:mary.r@candorschool.com">mary.r@candorschool.com</a>
Head of Cambridge Mr. T.S. Prakash <a href="mailto:hoc@candorschool.com">hoc@candorschool.com</a>	Head of Boarding Mr. Wayne Fernandez <a href="mailto:hob@candorschool.com">hob@candorschool.com</a> <a href="#">Boys House Parent</a> <a href="#">Girls House Parent</a>	Transport Coordinator <a href="mailto:transport@candorschool.com">transport@candorschool.com</a>
PYP Coordinator Ms. Rhona Gideon <a href="mailto:pypc@candorschool.com">pypc@candorschool.com</a>	Human Resource Manager Mr Gideon Samuel <a href="mailto:hr@candorschool.com">hr@candorschool.com</a>	Cafeteria <a href="mailto:canteen@candorschool.com">canteen@candorschool.com</a>
DP Coordinator/Asst. DP Coordinator Ms. Priyodarshini Das / Ms. Cristina <a href="mailto:dpc@candorschool.com">dpc@candorschool.com</a> <a href="mailto:adpc@candorschool.com">adpc@candorschool.com</a>	Events Coordinator Ms. Esther Raj <a href="mailto:esther.r@candorschool.com">esther.r@candorschool.com</a>	Accounts <a href="mailto:accounts@candorschool.com">accounts@candorschool.com</a>
		Nurse <a href="mailto:nurse@candorschool.com">nurse@candorschool.com</a>
		Admissions <a href="mailto:admissions@candorschool.com">admissions@candorschool.com</a>

GRADE	GRADE LEAD		DEPARTMENT	HOD
1	<a href="#">Ms Deepa Bobby</a>		Science (Overall / Chem)	<a href="#">Ms Archana Devi G</a>
2	<a href="#">Ms Prakruthi</a>		Biology / ESS / SEHS	<a href="#">Ms Shagun Dixit</a>
3	<a href="#">Ms Uma Prakash</a>		Physics / DT	<a href="#">Ms Mitali Madhusmita</a>
4	<a href="#">Ms Abida Khalifa</a>		Mathematics	<a href="#">Ms Cineraj S</a>
5	<a href="#">Ms Madhavi Sharma</a>		English	<a href="#">Ms Mithu Nath</a>
6	<a href="#">Mr Nathan Nayar</a>		Languages	<a href="#">Ms Seema Israni</a>
7	<a href="#">Ms Nandhini Karuvelamkulam</a>		Comp.Sci./ Dig.Soc. / Robotics	<a href="#">Ms Archana Devi</a>
8	<a href="#">Ms Shalini Baranwal</a>		Sports	<a href="#">Ms Janarthani G</a>
9	<a href="#">Mr Sudheer Kumar</a>		Humanities	<a href="#">Ms Meenakshi Choudhary</a>
10	<a href="#">Ms Jennifer James</a>		Creative (BM / Eco / Acc)	<a href="#">Ms Sandy Carrol</a>
11	<a href="#">Ms. Shagun Dixit AS/A</a>		Arts	<a href="#">Ms Indrani Sharma</a>