



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 CONCERN

1. SUBJECT TEACHER
2. HOD
3. PYP/DP COORDINATOR/ HEAD OF CAMBRIDGE
4. HEAD OF DIVISION
5. HOS

INCLUSION AND LEARNING SUPPORT

1. ALS LEAD
2. HEAD OF DIVISION
3. HOS

SOCIAL/EMOTIONAL WELLBEING

1. HOMEROOM TEACHER
2. COUNSELLOR
3. HEAD OF DIVISION
4. HOS

PASTORAL, BEHAVIOUR, GENERAL CONCERN

1. HOMEROOM TEACHER
2. GRADE LEAD
3. HEAD OF DIVISION
4. HOS

MEDICAL

1. SCHOOL NURSE
2. GRADE LEAD
3. HEAD OF DIVISION
4. HOS

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 hos@candorschool.com	Additional Learning Support Ms. Puja Sood puja.s@candorschool.com	Dean of Administration Mr. Sridhar dean@candorschool.com
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Head of Secondary Ms. Aruna Adeel headofsecondary@candorschool.com	Wellbeing Coordinator Ms. Poonam Mitra poonam.m@candorschool.com	PYP Counselor mary.r@candorschool.com
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DP Coordinator/Asst. DP Coordinator Ms. Priyodarshini Das / Ms. Cristina dpc@candorschool.com adpc@candorschool.com	Events Coordinator Ms. Esther Raj esther.r@candorschool.com	Accounts accounts@candorschool.com
		Nurse nurse@candorschool.com
		Admissions admissions@candorschool.com

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