



STUDENT HANDBOOK

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1.0

Vision, Mission & Core Values & Culture Statement

VISION

To be the international school of CHOICE where we nurture responsible, diligent, and caring leaders of tomorrow's world.

MISSION

To inspire hope, ignite imagination and curiosity and instill a lifelong love for learning.

CORE VALUES

P- Passion and Perseverance

O- Optimism and Open mindedness

W- Willingness to change

E- Ethical and Empathetic

R- Resilience and Reliability

CULTURE STATEMENT

We are proud of our culture. We are a caring and happy school with a supportive environment that encourages feedback, acceptance of diversity and an open mindset. We believe in teamwork with parents and that everyone counts in the success of the organization



2.0

Salient Features of the KKIS Curriculum

1. The Kindle Kids curriculum aims broadly in the holistic development of the children
2. It is well suited to most international curricula including Cambridge curriculum.
3. It is broad based and integrated to be learnt under common themes.
4. Kindle Kids a curriculum has a backing of research for more than 15 years of R&D in K-12 education and is so designed to provide wider opportunities to children for meaningful learning.
5. The curriculum design involves extensive research done on several theories of Teaching-Learning strategies and activities for Active based learning, Neuro- Linguistic approaches, Brain theories, Multiple Intelligences, Differential instruction etc.
6. The Paradigm Shift in education and it's understanding has made the KKIS curriculum stand apart with its salient feature like: -
 - Theme based
 - Child centered
 - Spiral learning of Kolb's Cycle
 - Scope for variety of active learning strategies
 - Integrated approach
 - Contextualization made easier for children
 - Process of construction of knowledge (Socio Constructive Approach)
 - Skill acquisition and enhancement (Values and Skills)

The broad-based integrated approach followed in KKIS curriculum helps both teachers and learners address issues related to area under the scope of study.



KINDLE KIDS INTERNATIONAL SCHOOL

The scope of syllabus drawn provides ample opportunities for all the children to be aware of global issues connect themselves to the prevailing situations, adapt themselves to transform their attitude and perception with a sense of commitment to bring the needed transformation for a better living.

Thus, the evolving tested curriculum ensures a great flexibility to both teachers and learners as per the requirements and contexts.

The setup for small class size and impressively low student ratio (20:1) coupled with highly qualified and experienced teaching faculty ensures the successful implementation of the curriculum.

This is to prepare the students of future generations to face challenges of ever pressing hard demands of the environment with lots of self-esteem and self-confidence.



3.0

SCHOOL ALMANAC

3.A

STUDENT DATA

Name of the Student: _____

Grade: _____ Section: _____

Admission no.: _____ Blood group: _____

Date of birth: _____ Bus: _____

Parent details:

Father's name: _____ Contact no.: _____

Occupation: _____

Mother's name: _____ Contact no.: _____

Occupation: _____

Email : _____

Residential address: _____

Office address: _____

Office Phone no.: _____

Any medical condition/allergy: _____

Sibling details (if any) studying in the same school

1. Name: _____ Class/Section: _____

2. Name: _____ Class/Section: _____



3.B DECLARATION BY PARENTS

Our ward _____ is a student of
Grade/section _____

Either of us (father/mother/local guardian) will sign all her/his leave applications, report cards, etc. our specimen signature is as under:

Name: _____ Name: _____

Specimen signature: _____

In case of students staying in a hostel, or with relatives

Name: _____ Name _____
(Local guardian / Relation) (Signature)

Contact in case of emergency:

1. Name: _____

Address: _____

Contact no. _____

2. Name: _____

Address: _____

Contact no. _____



3.C

DAILY SCHEDULE

School Timings:	
MONDAY TO FRIDAY	9:00 AM TO 3:30 PM
Office Timings:	
MONDAY TO FRIDAY	9.00 AM TO 5:00 PM
SATURDAYS	9:00 AM TO 12:30 PM

Contact Details:	
School Email:	admin@kindlekids.sg
School Website:	www.kindlekids.sg
Facebook Page	KKIS SG
Instagram Page	KKISSG
Transport Enquiries:	+65 6568 3980

Principal's Office	senjuti.goswami@kindlekids.sg	+65 6568 3982
School Coordinators' Office	asha.govind@kindlekids.sg sunitha.srinivas@kindlekids.sg	+65 6568 3987
Admin	admin@kindlekids.sg	+65 6568 3980
Admissions	admissions@kindlekids.sg	+65 6568 3980 / 3984
Finance	accounts@kindlekids.sg	+65 6568 3985



4.0

CALENDAR OF EVENTS

Term 1 Unit 1	April – May
School Vacation	June
Term 1 Unit 2	July -August/September
Midterm Break	September
Term 2 Unit 3	October -November
School Vacation	December
Term 2 Unit 4	January – March
End of year term break	March

Note: The School Administration will update the calendar every end of academic year.



5.0 DISCIPLINE POLICY IN KKIS

School Timings

MONDAY TO FRIDAY: 9:00 AM TO 3:30 PM

The school day begins at 9:00 a.m. and runs until 3:30 pm. Students may arrive any time after 8:50 am and go directly to the classroom. We ask that parents do not arrive before 8:45 a.m. as there is no supervision for students.

If you know your child will be absent from school, please email the advisory teacher. Should both parents need to be out of Singapore for a short period, the school must be informed prior to your departure. Please provide the school with the name and phone number of the temporary guardian. Helpers cannot act as legal guardians in Singapore.

UNIFORM

- Students must ensure that they are always in proper school attire within the school campus.
- Cosmetics or jewelry is not allowed.
- Coloring or hair gelling of hair is not allowed.
- PE uniform to be worn on the assigned days according to the timetable.
- Wear black shoes and socks
- Students must report tidily to school
- School ID card to be worn always
- Trace together token is mandatory
- Hand sanitizer and a face mask to be kept with the students

BOYS	GIRLS
Must have their hair trimmed	Must tie up long hair (shoulder length and / or longer) in a ponytail or braid or braid long hair using black bands and clips only
Must ensure that shirts are neatly tucked in	Small ear studs are allowed, no dangles or other jewelry



Parents are requested and required to-

- Check the mails regularly for general information as well as specific information regarding their child and acknowledge and act on the same.
- Check the school almanac of the child daily
- Acknowledge comments and suggestions made by the teacher and maintain communication regarding issues till they are satisfactorily solved
- Discuss any issues or concerns with prior appointment with the concerned teacher.
- Please notify the school immediately of any changes to your address, telephone number or email.
- Submit in advance a written request for absence of leave stating the reason, for their wards to the class teacher

KKIS POLICY ON VANDALISM

Defining Vandalism- Any act involving willful, deliberate or malicious damage, destruction and demolition in any manner to any property associated with the school, which includes tangible, intangible, intellectual property and any property of students, schoolteachers, staff members and anybody concerned with the school is termed as vandalism. Specific examples include glass breakage, any kind of destruction to the school buildings and grounds, destruction to property like chairs and desks, garbage bins, electrical and electronic equipment, plants, windows etc... It also involves graffiti on walls, chair and/or tables, windows etc... Vandalism is strictly against the school rules and regulations and the applicable government laws.

Responsibility of the School

The teacher will educate students about taking care of own and school property. The teacher will assign responsibilities to students to care of the property and build a reward system to strengthen positive behavior. The teacher will conduct a full investigation in case of any damage, loss and act of vandalism.

When a student is found guilty of committing vandalism, corrective action will be taken against the student.



6.0 RULES IN SCHOOL PREMISES

KKIS recognizes that self-discipline and the development of responsibility and judgment is a continuous learning process. Teachers structure a consistent and safe environment for children where we all model appropriate and respectful interactions.

Student Behavior Policy-

Rules for		
1.	Communication	<ul style="list-style-type: none">• Speak softly and politely• Avoid shouting in the corridors
2.	Learning	<ul style="list-style-type: none">• Cooperate with others• Work without distracting others
3.	Movement	<ul style="list-style-type: none">• Move quietly in an orderly manner• Avoid running or playing in corridors
4.	Peer interaction	<ul style="list-style-type: none">• Treat others with respect without any physical/verbal aggression• Show tolerance towards others
5.	Safety	<ul style="list-style-type: none">• Always follow safety rules in school• In case of emergency, listen carefully to the instructions given
6.	Conflict	<ul style="list-style-type: none">• Consider appropriate strategies when dealing with problems• Approach a teacher when faced with problems
7.	Property	<ul style="list-style-type: none">• ensure that school property is used appropriately• respect the property of others
8.	Playtime	<ul style="list-style-type: none">• Play within the specific boundaries• Follow the instructions given by teachers

Corrective Measures

The following one or more corrective measure will be taken to reinforce positive behavior. The student will be asked to complete the Student Incident Slip, at the discretion of the Head of the School.

- An incident report needs to be filled by the students involved



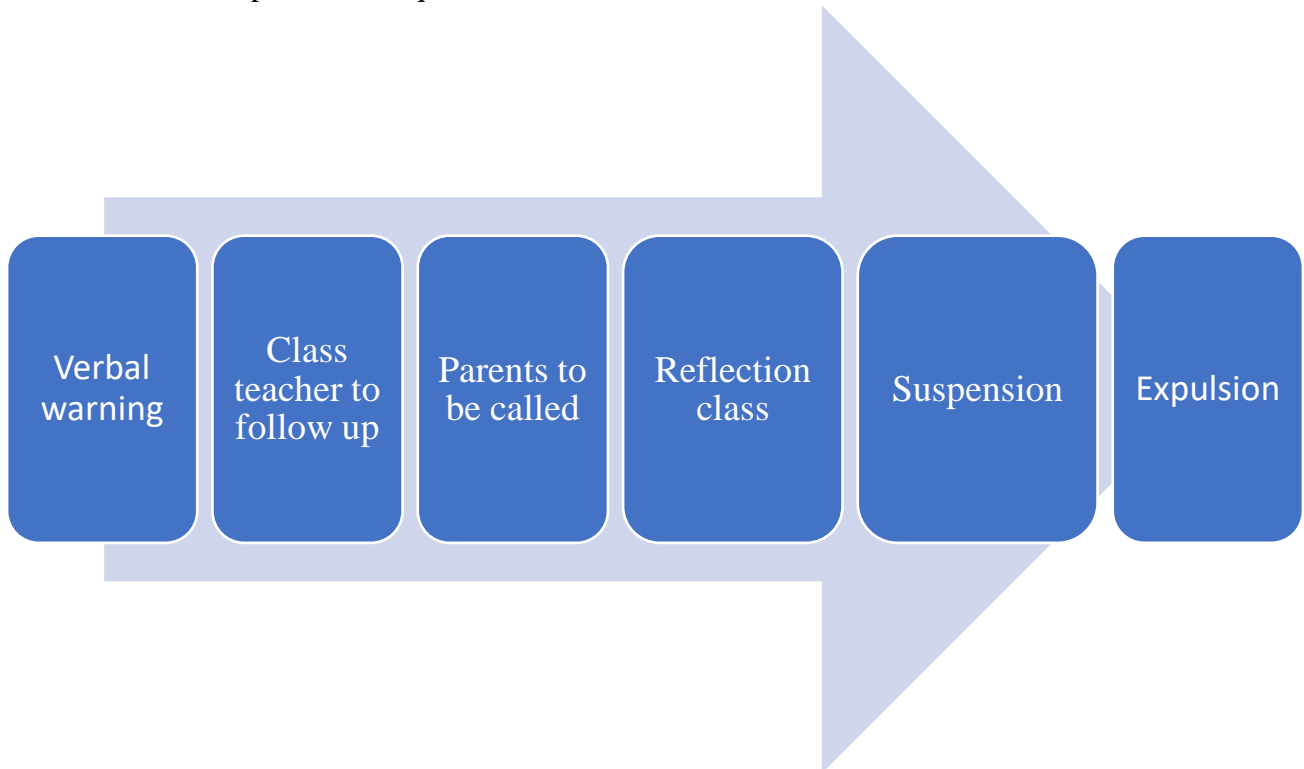
- The student will receive formal counseling
- The parent will be notified and will be called for a meeting

Bullying

Students are expected to maintain decorum at all times, follow the school rules and refrain from inappropriate actions and behavior (harassment/bullying, gender, racial and/ or ethnic harassment, abuse, physical fight). The teacher will establish clear behavior corrections for the students.

Consequences

The table below explains the sequence of corrective measures that we follow in KKIS.





SAMPLE OF STUDENT INCIDENT SLIP

Student Name: _____ **Grade:** _____

Date of incident: _____ **Time of incident:** _____

Place of incident: _____

Reporting teacher: _____

Incident description: _____

Action taken: _____

(Teacher's signature)

(Parent's signature)

(HOS signature)



7.0

HOMEWORK POLICY

The school believes that completion of homework assignments, encouraged and monitored by parents, is part of the learning experience. Assignments are set in order to extend learning, reinforce skills, and establish independent habits of study. The amount of homework increases with age and grade level.

The following guidelines outline the fundamentals of the Homework Policy.

GUIDELINES:

- Homework will be prepared in a way that is:
 - Relevant to the school programme
 - Appropriate to the student's abilities
- Students and parents should be aware of the expected time of the activity, and this will be consistent within year levels.
- Reading should be encouraged on a nightly basis, not necessarily confined to school-based resources.
- Where method is important an example should be provided for students.
- Work set will be introduced and explained by the teacher and followed up with students at the completion of the task.
- Teachers will ensure that homework expectations are explained clearly and discuss the completed work with their students. It is the teacher's responsibility to evaluate the homework and to notify parents if a student is not doing what is required.