

CALCUTTA INTERNATIONAL SCHOOL SOCIETY

724, ANANDAPUR, KOLKATA-700 107

WEST BENGAL, INDIA

Phone-6505-2471 / 9836652141

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www.calcuttais.edu.in



APPLICATION FORM

FORM NO:.....

REGN. NO:.....

APPLICATION DATE:

ADMISSION SOUGHT FOR	CLASS/GRADE	
	ACADEMIC SESSION/YEAR	

APPLICANT INFORMATION

NAME:

FIRST

MIDDLE

LAST

DATE OF BIRTH:

D D M M Y Y Y Y

SEX (Male / Female) :

NATIONALITY:..... RESIDENTIAL STATUS: FOREIGN / NRI / INDIAN

MOTHER TONGUE:

LOCAL ADDRESS: City:

..... Pin:.....

SCHOOL HISTORY OF APPLICANT

Please list most recent school first. Please submit all school records.

No	Name of School	City/ Country	Contact name Email contact	Years attended	Language instructed in	Reason for Leaving
1.						
2.						
3.						
4.						
5.						
6.						

LANGUAGE

Applicant's most proficient language

Primary Language at home

SUPPORTIVE SERVICES

Has your child ever been tested and / or received help in the following areas ?

	Tested		Received Help	
ESL	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> Y	<input type="checkbox"/> N
Speech & Language	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> Y	<input type="checkbox"/> N
Learning Difficulties	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> Y	<input type="checkbox"/> N
Reading / Literacy	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> Y	<input type="checkbox"/> N
Emotional / Behavioural	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> Y	<input type="checkbox"/> N
Other	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> Y	<input type="checkbox"/> N

If YES, please describe
.....
.....

Has your child ever repeated a grade ?

Y N

If YES, name grade(s) what reasons
.....
.....

Has your child ever been asked to withdraw / suspended from school ?

Y N

If YES, state reasons.....
.....
.....

AWARDS / SPECIAL HONORS

Has your child received any special honors, awards, recognition for any talent or ability in arts, sports, academic subject, extra-curricular activities ?
If YES, please list below.

.....
.....
.....
.....

PARENT INFORMATION (FATHER)

NAME:

FIRST

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MIDDLE

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LAST

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D D M M Y Y Y Y

DATE OF BIRTH:

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NATIONALITY:..... **RESIDENTIAL STATUS:** FOREIGN / NRI / INDIAN

MOTHER TONGUE:

LOCAL ADDRESS: City:

..... Pin:.....

.....

MAILING ADDRESS:

(If different from Permanent address)

.....

CONTACT INFORMATION:

RESIDENCE PHONE(S)	
OFFICE PHONE(S)	
MOBILE NUMBER	
E-MAIL (Mandatory)	

PROFESSION: SERVICE BUSINESS SELF-EMPLOYED PROFESSIONAL

OCCUPATION:

NAME OF ORGANIZATION:

DESIGNATION:

OFFICE ADDRESS:

.....

EDUCATIONAL QUALIFICATIONS: (Supporting documents to be attached)

	INSTITUTION	PLACE	EXAM/DEGREE	YEAR
SCHOOL				
COLLEGE				
UNIVERSITY				
OTHERS				

ALUMNUS OF CIS: YES/NO IF YES, YEARS IN CIS : FROM.....TO.....

PARENT INFORMATION (MOTHER)

NAME:

FIRST

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MIDDLE

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LAST

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D D M M Y Y Y Y

DATE OF BIRTH:

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NATIONALITY:..... **RESIDENTIAL STATUS:** FOREIGN / NRI / INDIAN

MOTHER TONGUE:

LOCAL ADDRESS: City:

..... Pin:.....

.....

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(If different from Permanent address)

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EDUCATIONAL QUALIFICATIONS: (Supporting documents to be attached)

	INSTITUTION	PLACE	EXAM/DEGREE	YEAR
SCHOOL				
COLLEGE				
UNIVERSITY				
OTHERS				

ALUMNUS OF CIS: YES/NO IF YES, YEARS IN CIS : FROM.....TO.....

Have you applied earlier : Yes/No If yes, Year.....

Applicant resides with

Father Mother Both Guardian (Please provide relevant documents)

Are Parents Separated Divorced (Please attach legal/custodian papers)

SIBLING INFORMATION

If any sibling had studied / is studying in CIS: YES / NO

If YES

NAME OF BROTHER/SISTER	CLASS	YEAR of PASSING

If NO

NAME OF BROTHER/SISTER	SCHOOL ATTENDED / ATTENDING

REASONS FOR CHOOSING CIS

1.
2.
3.
4.

Do you know anyone in the CIS community? Yes / No

	NAME	CONTACT NUMBER
1		
2		

TWO REFERENCES:

	NAME	CONTACT NUMBER
1		
2		

Code of Conduct for Parents:

At Calcutta International School we value our strong relationship with parents. Together this helps us achieve the very best for the children in a mutually supportive partnership between parents, class teachers and the school community.

To truly create the best outcomes for children requires the relationship between home and school to be based on the principles of care, integrity, trust and mutual respect. The maintenance of this relationship is important to ensure that a child or children are safe and not open to undue distress and anxiety.

Parents are expected to:

- Recognize that the education of children is a joint responsibility of the parents and the school community.
- Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
- Ensure that children bring only items appropriate and related to the instructional program at school.
- Know school and classroom rules and help their children understand them. Convey to their children a supportive attitude toward education and the district.
- Build good relationships with teachers, other parents and their children's friends.
- Help their children deal effectively with peer pressure.
- Inform school officials of changes in the home situation that may affect student conduct or performance.
- Insist their children be dressed and groomed in a manner consistent with the student dress code.
- Provide a place for study, and ensure homework assignments are completed.
- Review the Code of Pupil Discipline/Cooperation with their child and sign it.

Conduct Prohibited on School Property

- ***No person shall*** intentionally injure any other person or threaten to do so.
- Intentionally damage or destroy school property or the property of a teacher, administrator, other district employee or any other person lawfully on school property, including graffiti or arson.
- Disrupt the orderly conduct of classes, school programs or other school activities.
- Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
- Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability
- Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
- Obstruct the free movement of any person in any place to which this code applies.
- Violate the traffic laws, parking regulations or other restrictions of vehicles.
- Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
- Possess or use weapons in or on school property or at school function, except in the case of law enforcement officers. Loiter on or about school functions.
- Gamble on school property or at school functions.
- Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
- Willfully incite others to commit any of the acts prohibited by this code.
- Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function.
- This Parent Code of Conduct outlines the way in which our community requires all parents and family members to conduct themselves when visiting our school, participating in school activities and communicating with members of our school community (including students, school staff, other parents and visitors to our school).

Inappropriate use of Social Network Site:

- Parents are expected to refrain from discussing the business of School or children attending the school in any public forum including social media sites. If a parent is found to have posted defamatory comments about any member of the school community on social networking sites, they will be reported to the website host. The school expects the comments to be removed immediately by the person who posted them.

Leave Application:

- Leave and Holidays should be planned according to the school vacations. All leave requires prior approval by the respective Principals. Parents must plan their holidays to coincide with the school holiday list.

No permission will be granted for half-day leave.

General principles that always apply:

- Communication Parents will use courteous and acceptable written and spoken language in all communications with students, staff and other parents and members of the school community. No profane, insulting, harassing, aggressive or otherwise offensive language may be used.
- Parents will act in the best interests of students, their families and staff members. They will not engage in malicious or judgmental gossip, and should ensure that anything they say about others is fair and truthful.
- Parents will comply with all safety and emergency procedures in place at our School and in the event of an emergency while they are on school grounds they will follow the instructions given by any member of school staff.
- A parent may not discipline a child who is not theirs or speak to a child who is not theirs about their behaviour. This is the role of teaching staff. Being approached by an adult they do not know can be distressing for children. Parents should therefore raise any behavioural, bullying or peer group issues with a member of the teaching staff and it is the teacher's responsibility to deal with these issues. (Common sense would apply in an emergency where a child is at risk of harm or where a parent is supervising a small group of students on an excursion.)

When communicating with other parents:

- Parents will respect the privacy of other parents' email addresses and will not send unsolicited emails or "spam" to school parents or forward unsolicited emails or spam that they receive to other parents. Parents will not forward other parents' email addresses without their permission. Parents provide their email address to the school in order to receive communications from the school about school related matters and their child. The school will not give out the email address of parents to other parents without permission. Parents give their email addresses to class representatives in order to receive communications about class activities, get together for their child's class, and to establish rosters for classroom help, fundraising activities and so on. Class representatives will not pass on parent email addresses to other parents without permission.

When communicating with school staff:

- All school staff is entitled to a safe and happy work environment. This is in the best interests of our children as well as staff themselves. Parents should therefore ensure that their interactions with staff do not create unnecessary stress and anxiety.
- The priority for school staff is the welfare and education of all children in the school. School staffs are therefore not required to respond to emails and telephone calls instantaneously. Normal service standards suggest that an acceptable response time for emails is 2 working days. Responses are not expected outside normal working hours or during school holidays unless it is an emergency.
- The time available for parents to meet with staff is limited and must be scheduled at a time that does not disrupt the classroom. Parents should be mindful of the teacher's time, communicate the reason for the meeting and allow the teacher time to prepare, unless there is a genuine emergency that needs to be discussed.
- Board of Governors welcome feedback from parents. But Board members are volunteers and engaged in their own work and activities during business hours. When parents communicate with school Board members they should therefore establish that it is a convenient time, or ask to speak at a convenient time. Calling someone when they are at work may be assumed to be an inconvenient time.
- Parents should allow the School Management /BoG an opportunity to discuss their correspondence at a properly constituted meeting and therefore refrain from demanding an urgent response to their letter, sending the same letter multiple times, writing multiple times on the same subject or otherwise harassing BoG/Management members when they have not yet had an opportunity to discuss correspondence.

Parent's Code of Conduct

- Sending their child to school ready to learn.
- Ensuring that their child attends school regularly and arrives on time
- Being aware of their child's work, progress, and problems by reading school notices, talking to their child about school, reviewing their child's work and progress reports, and meeting with school staff.
- Maintaining verbal and/or written contact with their child's teachers and principal about the progress of their child's education.
- Adhering to all school policies and applicable Regulations that pertain to their children's education.
- Responding in a timely manner to communications from their child's school.
- Attending all meetings and conferences requested by the school that pertain to their child.
- Entering the school building in a respectful manner, refraining from disruptive behaviour and treating all members of the school community with courtesy and respect.
- Ensuring that the school is updated with accurate contact information (e.g., home address, telephone number).

- Teach their child to respect the property, safety and rights of others and the importance of refraining from intimating or discriminatory behavior.

Parent’s Rights

- Parents have the right to have their child receive his or her full instructional schedule in accordance with the school year calendar.
- Parents have the right to file complaints and/or appeals regarding matters affecting their child’s education.
- Parents have the right to file a complaint regarding corporal punishment.
- Parents have the right to file a complaint regarding verbal abuse.
- Parents have the right to file a complaint alleging discrimination.
- Have the right to file a complaint alleging student-to-student sexual harassment.
- Have the right to complaint alleging student-to-student discrimination, harassment, intimidation and/or bullying.

Student’s duties

- To inform the school management if you feel that someone’s rights are being denied.
- Not to be afraid of reporting any incidents; if you do nothing, it might suggest you are supporting bad behavior.
- To say ‘NO’ firmly to anything you know is wrong.
- To tell the school management of someone or something is making you unhappy.
- To allow others to live in peace and safety.
- To respect individual differences.
- To be supportive towards other students and school management.
- To play an active part in making this school a place of high quality education for all by making the most of every opportunity.

Please note any attempt to bypass the normal admission process, or directly contact any senior functionary or board member to unduly influence the normal admission process, would automatically debar the application.

We have read the code of conduct for parents and agree to abide by the same.

.....
Signature of Father

.....
Signature of Mother

<p>NON REFUNDABLE REGISTRATION FEES: INR 5000 TO BE PAID BY CASH / DEMAND DRAFT</p> <ol style="list-style-type: none"> 1. <u>APPLICATION DOES NOT AUTOMATICALLY OR NECESSARILY ENSURE ADMISSION</u> 2. <u>REGISTRATION DOES NOT GUARANTEE ADMISSION</u> 3. <u>REAPPLICATION WITHIN THE SAME ACADEMIC YEAR WILL NOT BE ENTERTAINED</u> 	<p>SUPPORTING DOCUMENTS TO BE PROVIDED(Original documents are required for verification)</p> <ol style="list-style-type: none"> 1. BIRTH CERTIFICATE OF APPLICANT 2. LAST 3 YEARS MARK SHEET/GRADE CARD OF SCHOOL ATTENDED/ATTENDING (WHERE AGE APPROPRIATE) 3. PROOF OF NATIONALITIES OF APPLICANT AND BOTH PARENTS 4. PARENTS' HIGHEST DOCUMENTED EDUCATIONAL QUALIFICATION 5. INNOCULATION RECORDS 6. SPECIAL NEEDS, IF ANY (SUPPORTING DOCUMENTS) 7. IF PARENTS ARE DIVORCED, LEGAL/CUSTODIAN PAPERS 8. THREE RECENT PASSPORT SIZE PHOTOGRAPHS 9. AUTHORISATION LETTER FOR LOCAL GUARDIAN (IF APPLICABLE)
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