



PARENT'S HANDBOOK



**CAPLORA STEM
INTERNATIONAL SCHOOL**
Inspiring Innovation

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Welcome to Caplora International School

**Caplora school offers Cambridge British Curriculum homeschooling from Year 1-12
The school is a special place for your child and it all begins with;**

Our Mission

“To foster in all students the intellectual habits of mind, high ethical standards, and respect for diversity required for becoming effective individuals in their personal and work lives, and moral and responsible participants in the world beyond”.

Our mission speaks to more than just academics; it speaks to the foundation of a well-rounded global citizen. Sound intellectual habits, a sense of ethics, and respect for the diverse world in which we live are pillars of enrichment.

Our Values

We build on those pillars through our school values of CIRCLE (Community, Integrity, Respect, Creativity, Leadership, and Excellence).

Each course, activity, and tradition at Caplora promotes the CIRCLE values in some fashion, from the leadership component of our curriculum. We balance a rigorous academic program with a warm and caring community. Our students come to us from Kenya and across Africa.

OUR Strengths

Caplora embraces the uniqueness of each student to create an inclusive environment; both our small class sizes (an average of 12 students) and our small school size allows every student to be known by every adult. The result is meaningful connections that have a great impact on each students educational experience. Although our academic standards are demanding, students are nurtured by their community every step of the way. Caplora is a small school community with big school opportunities.

SCHOOL CONTACT ---

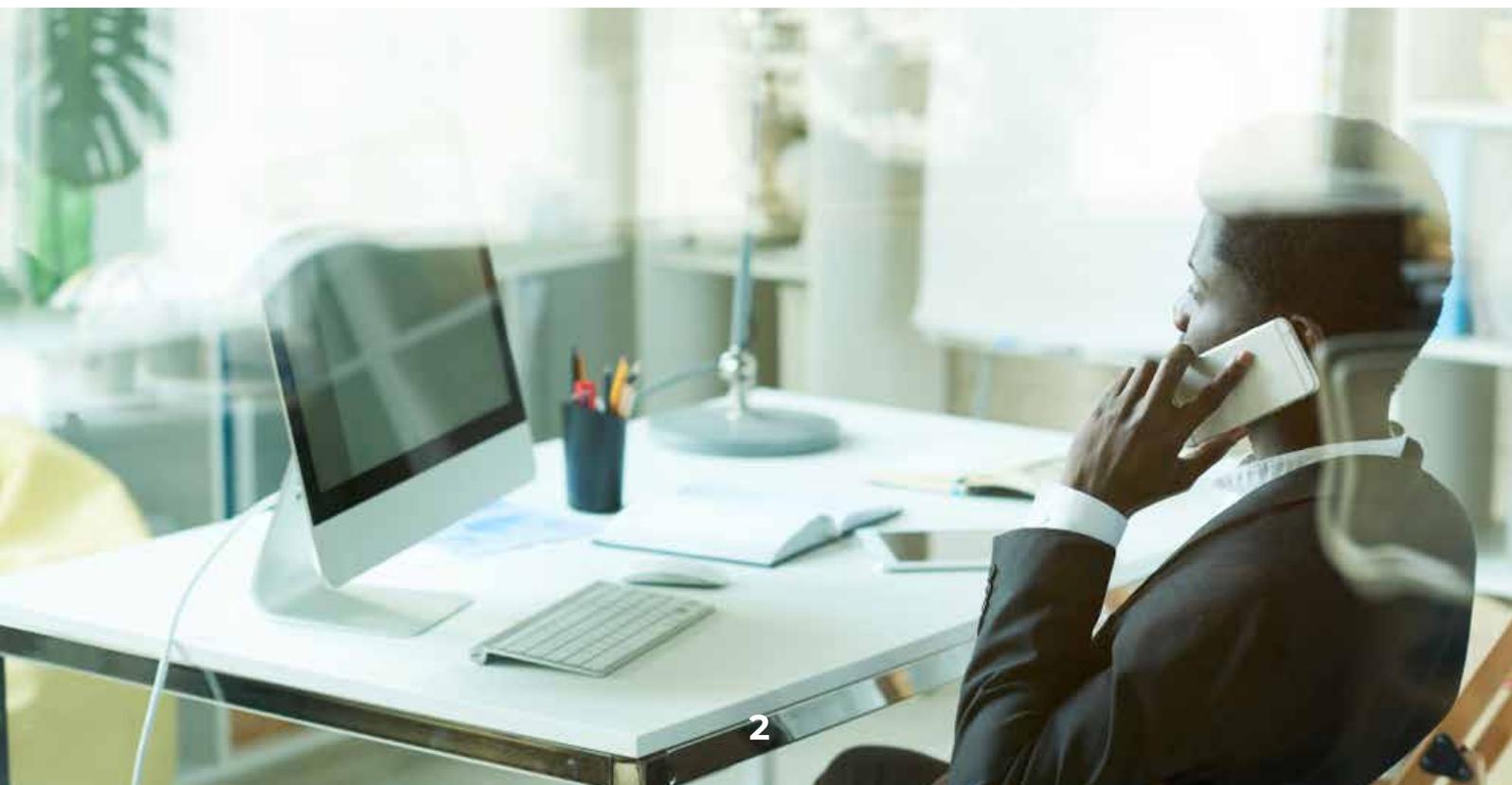
SCHOOL ADMINISTRATION

Paul Oluoch - Co-founder and Chief Operations Officer

Paul Oluoch is the co-founder of The Caplora Education Group and he is the inspiration behind the school. As a highly regarded STEM Education Teacher in International schools, he clearly saw the need for a homeschooling program catering to parents who want their children to have competitive edge in the technology world. His warmth and caring for both students and staff have created an environment whereby our school is more like a family rather than an institution.

Judy Marete- Principal

Marete is a passionate educator with over 12 years experience in the education sector both as an educator but also serving in school academic boards and helping create and run new curriculums in various institutions . This passion for education has fostered a learner centric approach that emphasizes on individual learner experience and an knowledge that all learners have something to contribute and these contributions should be natured with acceptance.



SCHOOL REQUIREMENTS

You need the following resources to be admitted to our school



- 1. Internet (speed 5 mbs and above)**
- 2. Laptop/Desktop 4 GB RAM - Intel Core i3 8th generation and above**
- 3. Graphic tablets (provided by school)**
- 4. Printer and Power backup - optional**
- 5. Students bring their own personal stationery items such as Arts materials, books and pens and mathematical sets**

ATTENDANCE POLICY

At Caplora, we aim to arrive on time or earlier for lessons and extracurricular activities as well.

1.1 Students will be expected to report back for a new term within the first week and are required to attend all classes. Students failing to report back by the second week of the term without informing the school will be required to write an official request to be allowed into class.

1.2 Lessons run from Monday to Friday.

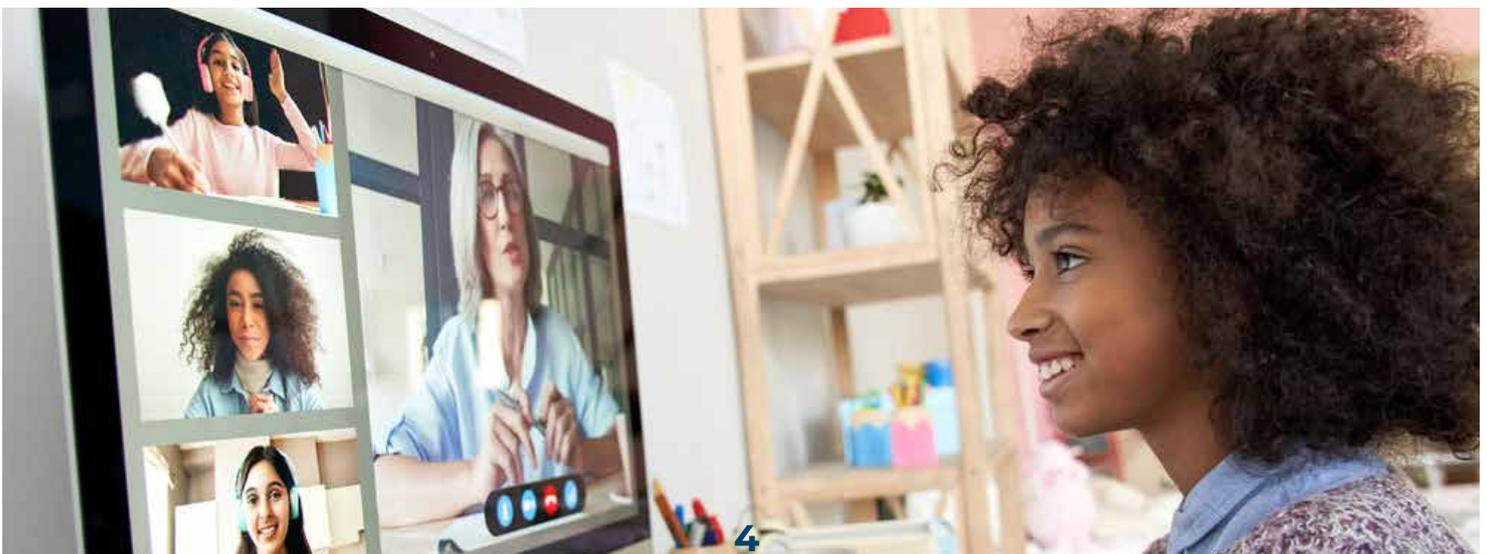
1.3 Classes begin at 8:00 am and end at 3:00 pm.

1.4 Students must be punctual for all virtual lessons

1.5 In the event that a student is late, the school will record the learner as late. Students who are perennially late shall receive two verbal warnings before a warning letter is issued to them by the school administration.

1.6 Morning and lunch breaks are 60 minutes long after which students are expected to return to classes punctually

1.7 A student must attain at least 75% attendance in each class assigned. Failure to which a warning letter will be issued to the student whose attendance fails to meet the requirements. A student is allowed a maximum of three(3) warning letters before disciplinary action is taken.



DRESS CODE

The following dress code will apply:

1. Students will wear a tee-shirt, polo shirt, sweatshirt
2. Students will wear appropriate shorts, pants or skirts.
3. Sweats in good condition are allowed.
4. There is no need for virtual classroom attire to be Caplora affiliated, just appropriate for a classroom setting.

Clothing Items Not Allowed:

1. Tank tops
2. Halter tops
3. Spaghetti strapped tops
4. Any shirt or blouse exposing any area above the waist.
5. Any shorts, or skirts that could be considered revealing or distracting
6. Any item of clothing with inappropriate writing
(ie. advertising alcohol, drugs, or any topic contrary to any religious theology.)

While the dress code for the virtual classroom is much more relaxed than the traditional school uniform, students are expected to dress and be groomed in a respectful and appropriate manner. The appropriateness of virtual classroom dress /grooming is always at the discretion of the COO, Principal or Class teacher.

OUR EXPECTATIONS AND HOME SCHOOL AGREEMENT

Caplora School aims to cultivate a learning atmosphere where students are happy, keen, driven and ambitious.

Our objective is to create a safe, nurturing and stimulating environment for scholars to thrive, as well as correlate respect for one another, including adults.

This home-school agreement has been drawn-up to outline the responsibilities of the parents and students, and to ensure we work together to achieve the same objectives and develop constructive learning.

Caplora's role:

- 1.1 Prioritize the safety and welfare of all students both in virtual learning spaces and during outdoor activities ran by the school.
- 1.2 Work hard to challenge and meet students' needs to help them reach their potential.
- 1.3 Maintain the highest standard of education with a balanced and extensive curriculum
- 1.4 Communicate curriculum updates and overviews, as well as coming up with approaches to support students' progress at home, through engagement workshops and documentation.
- 1.5 Observe and record students' progress attempts throughout each school year.
- 1.6 Organize parents' meetings to talk through your child(ren)'s progress.
- 1.7 Contact parents for congratulatory reasons regarding attendance, attainment, progress, behaviour and attitude towards learning.
- 1.8 Reach out to parents in case there are any concerns in your child's learning.
- 1.9 Give parents information regarding school news, activities and policies. These include newsletters, school events, open days and opportunities for parents to participate in school events
- 2.0 Keep in touch with parents/ guardians regularly and respond to their enquiries within 24 hours during the academic period.

OUR EXPECTATIONS AND HOME SCHOOL AGREEMENT

As a parent you will be required to :

- 1.1 Make sure your child(ren) will be on time for in-person classes and virtual sessions.**
- 1.2 Ensure that they attain at least 75% attendance for each class assigned.**
- 1.3 Support your child(ren)'s development by monitoring their academic and social progress, and taking steps towards improving them.**
- 1.4 Follow the school's policies regarding attendance, dress code, school stationery, assignments and behaviour.**
- 1.5 Attend parents' meetings to discuss progress and objectives for improvement.**
- 1.6 Ensure that school fees are paid on time**



OUR EXPECTATIONS AND HOME SCHOOL AGREEMENT

As a student of Caplora you will be expected to :

- 1.1 Maintain the highest rate of attendance and be punctual for classes..**
- 1.2 Have the necessary stationery and equipment for classes and extracurricular activities.**
- 1.3 Do your best to complete my assignments.**
- 1.4 Share what you learn with your parent(s)/guardians and disclose any concerns.**
- 1.5 Observe the school policy on behaviour within and outside the school.**
- 1.6 Exercise tolerance and respect when learning about people's cultures, beliefs, customs, traditions, festivals and feelings**
- 1.7 Seek help and speak to a trusted adult if you are unhappy, anxious and in difficulty for any reason.**
- 1.8 Deliver communication between your parents and the school without delay.**
- 1.9 Conduct yourself in a disciplined manner and maintain respect for peers and teachers**
- 2.0 Submit all assignments in the required time. If unable to do so, seek teacher approval to make alternative arrangements.**
- 2.1 Write tests and examinations at the time(s) scheduled, adhering to the established procedures when writing examinations and comply with the Examination policy**
- 2.2 Respect the right of the teacher to deport you from the virtual classroom if you are deemed disrespectful, disruptive or use words, gestures or act in a manner that threatens violence or abuse to any group or individual**

HOMWORK GUIDELINES

Total home learning time for any given night will vary. Some children will find some assignments more time-consuming than other children, and sometimes this divergence will vary according to the subject.

Students are expected to engage in independent reading or reading with family members for at least twenty minutes a night in addition to assigned homework. This valuable time spent reading is important in the development of all students.

If home learning is consistently taking considerably more or less than the time suggested above, or if the student insists that "we never have any homework in that subject," then there could be a communication problem. The parent should contact the teacher to address this misunderstanding or any problems which may exist in the way the student is addressing the assignments.

Objective of homework

- 1.1 To give students the opportunity to reinforce, revisit and combine their learning.
- 1.2 To help students learn further and in-depth.
- 1.3 Take different approaches in learning primary skills between home and school.
- 1.4 Cultivate independent learning, inspire students and strengthen learning in classes.
- 1.5 Encourage students to come up with long-term approaches for future needs.
- 1.6 Extend learning and challenge the student outside of the classroom, specifically in activities related to their academics.

N/B

Teachers are not required to set homework over holiday periods or at times where students are taken on in-term vacation breaks

EXTRA-CURRICULAR

After-school activities will run from Monday to Friday. They start at 3 pm and end at 4 pm.

The following clubs are available to all interested students.

PREPARATORY CLUBS:

Preparatory Clubs:

Gaming Club will allow your child to connect to other like-minded students of the same age and develop social interaction skills as well as make friends who have similar interests, hobbies and play Roblox and Minecraft games.

1. Gaming Club

Gaming Club will allow your child to connect to other like-minded students of the same age and develop social interaction skills as well as make friends who have similar interests, hobbies and play Roblox and Minecraft games.

Mode of delivery: Online

2. Youtube Creators Club

Youtube Creators welcomes both Youtubers and students interested in Youtube to unite our community at Caplora! We offer a creative, social space for students to brainstorm ideas, support each other, and learn about new trends across various topics on Youtube—such as dancing, vlogging, and gaming.

Moreover, the club leads workshops that teach each step of the video production process, ranging from planning, filming, editing, and producing. The club also educates members on the business aspect of Youtube, such as monetization and brand identity.

3. Bible Club

A Bible club is a program designed to teach children, ages 5 and up, the Word of God and to share the Gospel in ways they can understand and respond. It is a place where children can come and feel valued, loved and secure and have a good time learning about God and His great love for them.

4. Young Investors Club

The Young Investors Club is designed to educate members on how to accumulate wealth, achieve success, and gain financial freedom. This club is a place on campus where the most motivated and knowledgeable investment students at Caplora meet to discuss lucrative investment and trading strategies in the current global and financial markets

SPORTS AND OUTDOOR PROGRAMS

NEXT GEN SPORT ACADEMY-

Next Gen is Kenya's first high performance, multi-sport academy. The sports on offer are:

Soccer Swimming Basketball ,Tennis ,Rugby ,Athletics

The students first join the junior program (under 13), where they are exposed to a variety of sports and there after select sports that they are most talented in.

Children have better long-term success in sports, if they participate in a range of different sports at an early age.

We have developed a scientific & data driven program that focuses on recognizing talent and creating the next generation sporting champions and all rounded individuals with discipline, strong character and resilience that will succeed in any area of life.

Location

Public Service Club, Mara Road, Nairobi.

Time :Friday 11am-3pm

Junior Golf Foundation

Our student enjoys membership at Golf Club at a subsidized price. Parents will be informed of these activities before they begin.

Camps and Trips

The school organizes a monthly meetup every last Friday of every month Schools camps are organized during long holidays (July/August) every year.



SCHOOL

Caplora International School aims to provide a balanced and extensive curriculum program. We offer the Cambridge British National Curriculum, from kindergarten to A-Levels and Career-based learning.

The school intends to give the best education possible to students with different needs and talents.

With our education programme, we hope to excite, inspire and motivate students to learn as well as make learning enjoyable for all students.

Subjects taught in Key Stage 1, 2 ,3(Years 1-6) include:

Core Subjects

1. English
2. Mathematics
3. Science
4. Social studies(Africa's History/Geography)

Life Smart Subjects (compulsory)

1. Personal, Social and Health Education(PSHE) and Global Perspective(UN-SDG Goals
2. Physical Education (PE)

Specialist Subjects (optional – Select upto 3 subjects)

1. Computing
2. Performing Art- Music and Drama, Film and Theatre and Public speaking (Exam with Lamda)(Additional cost)
3. Art and Design
4. STEM(Science, Technology Engineering and Maths)
5. French as Foreign Language(Additional cost)
6. Swahili as Foreign Language

SCHOOL

The following subjects are taught in Key stage 4 and (Year 10)
Student select minimum of seven(7) subjects in IGCSE and 4 Subjects at A level

N/B

Students who want to pursue a Diploma are required to have IGCSE and those who want to pursue Degree programs are required to have A level

Cambridge IGCSE subjects:

1. English
2. Physics
3. Biology
4. French Language/Swahili
5. Mathematics
6. Chemistry
7. Business Studies/Travel and Tourism
8. English Literature
9. History/Geography/Environmental Science
10. Computer Science /Arts and Design





STUDENT DEVELOPMENT PROGRAMS (Year 10-13)

Service Learning

This is a foundational element of our curriculum. It seeks to develop caring members of the community who act to make a positive difference to the lives of others and their environment. Service Learning requires students to engage with their local community through community or personal projects and provides opportunities for students to explore, design, implement, and reflect on their efforts to positively impact their local environment. Through service as action experiences, students learn the value of community participation and gain a deeper understanding of the issues facing their immediate surroundings.

Industry Experiential Programmes

An early exposure to the real work environment will set the expectations right and prepare them for the working life in the future. It also helps the students understand the industry that they may wish to deepen their skills in when they join University. Some of these programs include:

1. Hospitality

This course provides students with the skills and knowledge to prepare basic western and African cuisine, provide food & beverage service, perform housekeeping and attend to customer needs, requests and enquiries.:

2. Cyber Security

This course prepares students with crucial skills to be responsible citizens in a digital future. It is designed for beginner computer science students with no specific course prerequisites. Students will learn foundational cybersecurity topics including digital citizenship and cyber hygiene, the basics of cryptography, software security, networking fundamentals, and basic system administration.

3. Biomedical science.

The rigorous and relevant four-course Biomedical Science sequence allows students to investigate the roles of biomedical professionals as they study the concepts of human medicine, physiology, genetics, microbiology, and public health

Students engage in activities like investigating the death of a fictional person to learn content in the context of real-world cases. They examine the structures and interactions of human body systems and explore the prevention, diagnosis, and treatment of disease, all while working collaboratively to understand and design solutions to the most pressing health challenges of today and the future

4. Computing

Software development

When students make apps and website, they learn:

a. **Valuable STEAM skills like coding, programming, graphic design, and content creation**

b. **How to solve real-world problems with digital design.**

Whether tackling challenges at school, within the community, or even on a global scale – knowing how to build apps empowers students to meaningfully change their environment through technological intervention

5. Design Studies (DS)

The DS course equips students with knowledge and skills of the design field through design thinking, design process and fundamentals of three design disciplines: visual communication design, interior and exhibition space design, and architectural design. The course aims to nurture an awareness and appreciation of the positive relationships among design, humanity, art, technology, business, culture and economic development. As such, it cultivates an awareness of the role of design in shaping one's experience of visual communication, space, objects and the environment.

Students will develop creative and innovative mindsets, critical thinking and analytical skills through design activities; and acquire the ability to critique design works and generate creative design solutions. Students will also acquire competencies in visual and oral expression and communication, as well as digital design techniques for presenting design concepts. Design projects foster students' responsibility, confidence and sense of efficacy



STUDENT ASSESSMENT

KS1, KS2 and Secondary School Learning Expectations

Progress and Attainment

We evaluate each student's progress and attainment regularly throughout the year, against National Curriculum benchmarks.

Attainment - is the expected level of achievement by the end of the academic year.

Progress - is the child's expected rate of development.

Tracking Student Progress and Attainment

We track students' individual and collective progress and attainment through the use of assessment software.

We use GL Assessments Data is analysed, areas of strength celebrated and areas of need addressed. This software allows us to show you clearly where your child is at in comparison to age related expectations

Assessment for learning (AFL) and Differentiated Learning

Assessment is only purposeful when it guides future learning. On a daily basis, students are reviewing past and present learning whilst also looking at future learning so that they are continually creating links to their progress and attainment. Individual learning goals are shared with parents once a term and reviewed frequently in class.

Termly reports of progress and attainment are distributed to parents

Planning to meet Learning Needs

Once the needs of the students have been identified, our staff develop curriculum plans to track students' progress at a pace so that they are at/above expected attainment. Across all subjects, learning is differentiated to meet the needs of the learner.

Teachers plan collaboratively so that there is consistency across year levels and Key Stages

We assists our Students to enter and write British International Examinations for IGCSE, AS level and A Level qualifications with Cambridge International Assessment

The Cambridge IGCSE exam fees ranges between USD 140-180 per subject

FEE POLICY

- 1.1 Full fees shall be due on the first week of the term.**
- 1.2 Full fees shall be paid during registration for new students.**
- 1.3 Installments will only be allowed for continuing students through prior arrangement with the COO as per the following schedule:**
 - 1.3.1 At least seventy- five percent (75%) by the end of the first week of the term
 - 1.3.2 The balance on the first week after mid-term.
 - 1.3.3 Negotiated terms will only be accepted on the first week of the term
 - 1.3.4 Five percent (5%) interest will be meted on balances owed outside these arrangements.
- 1.4 Any student who will not have paid full fees for the term by the end of the first week after mid-term will be denied access to services.**
 - 1.4.1 Any student so advised will be disqualified from the term examinations and other forms of assessment.
 - 1.4.2 Such a student will strictly not be allowed to use school facilities for the rest of the term.
- 1.5 Fees once paid are not refundable unless it is an overpayment or the student has not attended any class. In either case, a 10% penalty shall be charged.**
- 1.6 Fees can only be carried forward to the subsequent term under the following circumstances:**
 - 1.6.1 The student voluntarily withdraws from/ defers the current term after having paid fees and not attended any class. Such withdrawal should be in writing to the COO before the term ends.
 - 1.6.2 Any occurrences within the term that renders the student unable to continue due to physical and/or mental disability. All supporting documents should be forwarded to the School before the term ends.

Signed : _____

Date : _____

APPENDIX

GUARANTEE OF PAYMENT OF FEES _____

(To be completed by Parent/Guardian/Sponsor)

I _____ (Full Name)

ID / PP No. _____ Nationality : _____

P.O.Box : _____ Code : _____ Tell : _____

Email : _____ agree to pay the financial requirements of _____ (Name of student)

at Caplora International School. Relationship to student : _____



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