

# PARENT HANDBOOK

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## TABLE OF CONTENTS

|                                        |    |
|----------------------------------------|----|
| WELCOME MESSAGE                        | 3  |
| CONTACT LIST                           | 4  |
| THE SCHOOL DAY                         | 5  |
| FEES, WITHDRAWAL &<br>RE-ENROLLMENT    | 6  |
| STARTER FORMS &<br>HEALTH REQUIREMENTS | 7  |
| SCHOOL SERVICES                        | 8  |
| SCHOOL SERVICES                        | 9  |
| SWIMMING                               | 10 |
| SCHOOL SUPPLIES                        | 11 |
| DIPLOMA PROGRAMME                      | 12 |
| BACK TO SCHOOL BBQ                     | 13 |
| PTA                                    | 14 |
| SCHOOL POLICIES                        | 15 |



## WELCOME MESSAGE



***Darryl Brown***

PRINCIPAL AND CEO

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Dear Codrington Families,

It is with great pleasure that I welcome you to the 2025–2026 academic year at The Codrington School, The International School of Barbados. Whether you are a returning family or joining us for the first time, we are delighted to have you as part of our diverse and vibrant school community.

At Codrington, we are proud to offer a world-class, inquiry-based education through the International Baccalaureate (IB) Programme, while fostering a strong sense of global citizenship, curiosity, and compassion in our learners. Our students are encouraged to think critically, act ethically, and develop the skills and mindset needed to thrive in an ever-changing world. This year, we continue our commitment to academic excellence, holistic development, and personalised learning. Our dedicated team of educators is excited to support each student's journey — academically, socially, and emotionally — while nurturing a lifelong love of learning.

We are especially looking forward to a year filled with meaningful learning experiences, engaging activities, and strong partnerships between home and school.

On behalf of the entire Codrington team, I thank you for your continued trust and support. Together, let's make the 2025–2026 school year an enriching and memorable one.



## CONTACT LISTS

The School Office is the heart of our busy campus. For general questions or messages you need to pass on, our Office Staff is here to help. You can reach us by phone during office hours **(8:00-3:00)** at **423-2570**. If we're on another call or assisting a student and unable to answer, please email your query to one of the contacts listed below. We'll get back to you as soon as possible.

| DESCRIPTION                                                 | EMAIL                              |
|-------------------------------------------------------------|------------------------------------|
| DARRYL BROWN<br><i>Principal and CEO</i>                    | principal@codrington.edu.bb        |
| NICOLA LEEDHAM<br><i>Head of Secondary</i>                  | nicola.leedham@codrington.edu.bb   |
| ROB FULLER<br><i>Head of Primary</i>                        | rob.fuller@codrington.edu.bb       |
| SABRINA EDWARDS<br><i>Office Manager &amp; School Nurse</i> | sabrina.edwards@codrington.edu.bb  |
| PAULETTE VAUGHN<br><i>Business Manager</i>                  | business@cidrington.edu.bb         |
| DAWN MEDFORD<br><i>Facilities Manager/Uniforms</i>          | dawn.medford@codrington.edu.bb     |
| DARIO HOLDER<br><i>IT Manager</i>                           | dario.holder@codrington.edu.bb     |
| DIANA RICHARDSON<br><i>Director of Admissions</i>           | diana.richardson@codrington.edu.bb |



# THE SCHOOL DAY

## DAILY SCHEDULE

|                      |                                                           |
|----------------------|-----------------------------------------------------------|
| Arrival              | 7:50 AM                                                   |
| Lessons Begin        | 8:00 AM                                                   |
| Lessons End          | 3:00 PM                                                   |
| Pick-Up/Bus Option 1 | 3:00 PM – Students may be collected or take the first bus |
| Pick-Up/Bus Option 2 | 4:00 PM - If staying <b>on site</b> for enrichments.      |
| Latest Pick-Up Time  | 4:10 PM (3:10 PM on Fridays – no enrichment offered) .    |

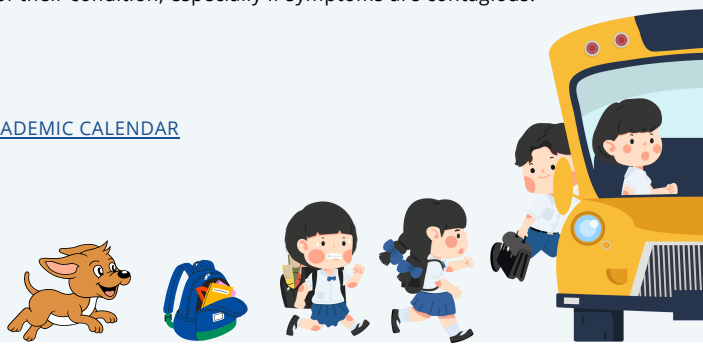
## ATTENDANCE

Regular attendance is essential for student success. Students are expected to attend school every day and arrive on time. If your child will be absent or late, please notify the school office by 8:00 AM via email (primary) or managebac (secondary).

Planned absences (e.g. travel) should be communicated in advance. Frequent unexcused absences or lateness may result in follow-up from the school and could impact academic progress. A 90% attendance rate is a mandatory expectation. In the event of illness, please keep your child home and inform us of their condition, especially if symptoms are contagious.

## SCHOOL CALENDAR

For term dates please view our [ACADEMIC CALENDAR](#)





# **FEES, WITHDRAWAL NOTICE AND RE-ENROLMENT GUIDELINES**

## **TUITION**

Tuition Fees are due prior to the commencement of each term. Failure to do so may result in the respective student/students being unable to attend school until such time that the fees are paid.

## **PAYMENTS**

For information on methods of payment and to review our fee structure, please see our [STATEMENT OF FEES](#)

## **RE-ENROLMENT PROCESS**

Each January, families will receive an email through our OpenApply admissions portal with a link to the re-enrolment process for the upcoming academic year.

Re-enrolment must be completed by parents or guardians directly through the portal.

Completing this process secures your child's place for the new school year. Please note that failure to complete re-enrolment by the stated deadline may result in your child's place being offered to new applicants.

## **WITHDRAWAL NOTICE**

A FULL TERM'S notice in writing or the fee for one full term in lieu of notice is required before withdrawing a student.

School records are normally released only if all withdrawal protocols have been met.



## **STARTER FORMS & HEALTH REQUIREMENTS**

The following information applies to new families only. Please ensure all required forms and medical documentation are completed and submitted prior to the start of the school year.

### **STARER FORMS**

These can be accessed via your OpenApply account (the account used to submit your child's application).

Please ensure that these are completed by the 21st of July as after this date our system will rollover to the new school year and you will no longer be able to access the forms.

Your child may not be allowed to commence school if these have not been completed.

### **DOCTOR'S REPORT**

Please also complete and return the Doctor's Report Form. This form must be returned to our Director of Admissions before the start of school in September:

[DOCTOR'S REPORT FORM](#)





# SCHOOL SERVICES



## BUSES

The Codrington School offers morning and afternoon bus service for a fee: uses are operated by approved contractors and meet all safety regulations.

**One-way trip:** \$13.00 BDS

**Two-way (round trip):** \$26.00 BDS per day

One-off bus ride: \$15.00 BDS ride

Our buses operate from two convenient locations:

**South Coast:** [Location Pin](#)

**West Coast:** [Location pin](#)

If you wish to sign up for the bus service please make yourself familiar with our schedule and policies which can be found here: [Transportation Information](#)



[SIGN UP LINK](#)



## ENRICHMENTS

Our enrichment programs—like art, robotics, surfing—help students explore interests, build skills, and connect with peers. Tutoring is also available for academic support.

Activities run daily except Fridays. All students on campus between 3–4pm must be enrolled in either enrichment or tutoring.



[SIGN UP LINK](#)



## MEALS

Students may bring a packed lunch or buy a hot meal from our café. If not in the lunch programme, please send a healthy snack and lunch each day.

Water is available at school; students may bring their own drinks. Sugary juices and junk food are discouraged.

Nut-free policy: Due to severe allergies, no nut products are allowed. To avoid allergic reactions, students must not share food.

If you have any questions please contact Ms Dawn.



## UNIFORMS

Uniforms are available for purchase through our school shop. Please place your order by completing our:

We recommend booking an appointment with our Uniform Department to ensure a proper fit. Please contact Ms. Dawn to schedule. It's best to come in August, as children often grow over the summer.

For further information on our uniforms including our rules and guidelines please ensure that you read our:

[UNIFORM POLICY.](#)





## SWIMMING PROGRAM

Swimming lessons are conducted by Ms. Sonia Perkins, our swimming coach, and Mr. David, our PE teacher. Lessons take place at the Aquatic Centre in St. Michael and are a mandatory part of the curriculum. Any absences must be supported by a medical note.

### SCHEDULE **Swimming Lesson Schedule**

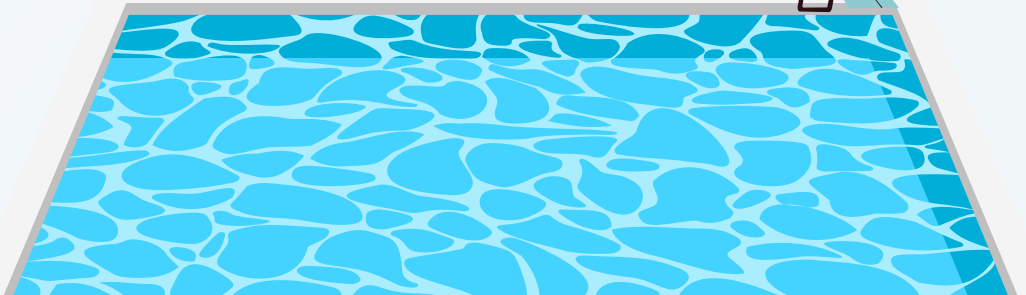
PYP 3 Thursdays: 7:30 am – 8:00 am  
PYP 4 & 5 Thursdays 7:30 am – 8:15 am  
PYP 6, 7 & 8 Tuesdays 7:30 am – 8:15 am

- Students are to wear their swimming clothes to The Aquatic Center and change into their school uniform directly after their lesson.
- Students are to be dropped to the Aquatic Center by their parents or personal arrangements by 7:15 am. Our contracted bus company brings the students back to school after the respective lessons.

### SWIMWEAR

The following are required to be worn to swimming:

- Swimming Cap
- Swimming Costume
- Swimming Goggles
- Towel
- Rash Guard (recommended; not mandatory)
- Girls - one piece swimsuit appropriate for swimming lessons.
- Boys - swimming shorts.





## SCHOOL SUPPLIES

### PYP

Please visit the following link to view our Primary School supply list.  
For laptop requirements (PYP8) visit our MYP supply list.

 [SUPPLY LIST](#)

### MYP & DP

Please visit the following link to view our MYP & DP supply list.

 [SUPPLY LIST](#)





# **DIPLOMA PROGRAMME**

We are delighted to welcome you to the International Baccalaureate (IB) Diploma Programme (DP) at The Codrington School. Please read the information below carefully to ensure you are fully prepared for the start of the academic year in August.

## **DIPLOMA HANDBOOK**

The Diploma Programme (DP) Handbook is available for your review through the link below. It contains all the essential information you need to understand the structure, expectations, and requirements of the DP.

It is important that both students and parents read the handbook carefully. Students must return the final page, signed by both themselves and a parent/guardian, to the DP Coordinator during the first week of classes.

[DIPLOMA HANDBOOK](#)

## **DIPLOMA TEXTBOOKS**

As outlined in the DP Handbook, the school will order copies of the necessary textbooks, and families will be billed in September based on each student's individual needs. Digital copies (e.g., Mathematics textbooks) must be purchased and downloaded by students or their parents before the first week of classes





## BACK TO SCHOOL BBQ

The Back to School BBQ is a much-anticipated event in The Codrington School's annual calendar. It offers a valuable opportunity to reconnect with friends, welcome new families, and celebrate the start of the new academic year.

Parents will have the chance to visit their child's classroom, meet teachers, and learn more about the year ahead. Classroom teachers will share key information and be available to answer any questions. There will also be opportunities to explore our enrichment activities, connect with the PTA, learn about upcoming events, and meet members of our school community.

The BBQ will take place on Sunday the 7th of September from 12:00 p.m. on The Codrington School campus.





## PTA

The Parent Teacher Association (PTA) at The Codrington School plays a vital role in building a strong, connected, and supportive school community. Made up of dedicated parents/guardians, the PTA works to enhance the educational experience of all students through events, fundraising initiatives, and volunteer efforts.

The PTA will also assist you in joining your child's class WhatsApp group. If you would like to be added to the group or for any other queries please email **[pta@codrington.edu.bb](mailto:pta@codrington.edu.bb)**





## POLICIES

Our school policies are in place to ensure a safe, respectful, and supportive learning environment for all members of The Codrington School community. We encourage all families to review them carefully, as they outline key expectations, procedures, and responsibilities relating to daily school life.

These policies help guide our approach to student wellbeing, academic integrity, communication, and community conduct. By working together and adhering to these guidelines, we can create a positive and inclusive atmosphere where every student can thrive.

All MYP-related policies can be found in the Parents section of ManageBac, and a full list of school policies is available on our website:

### **SCHOOL POLICIES AND HANDBOOKS**

