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SCHOOL VISION

In its wider application, internationalism is an appreciation of the diverse cultures of the world and a desire for world peace. In its broadest sense it means inculcating international-mindedness in every citizen; in its deepest sense it means encouraging every individual to relate to his or her immediate world as much as the entire globe.

As an International School, Pathways follows International curricula relevant to a dynamic global context accepting the flexibility of movement, ideas and people across the world. Our context is our location in India and we accept that our core values are the center of our belief systems but these transcend the national as they are universal in their application.

Our Vision is:

To make Pathways a Learning Community of motivated students and staff engaged in active learning through the best use of modern technology.

To develop young individuals who think, question and are curious through enquiry based learning and project work.

To create responsible global citizens utilizing an international curriculum and principles of student centered learning.

To impart world class education to each Pathways student that shall foster academic excellence, physical fitness, psychological and spiritual health and social consciousness and concern for the environment in each student, through our own systems and practices.

We believe in recognizing the unique potential of each individual.

We believe in celebrating diversity by respecting other cultures and belief systems.

We believe in thinking globally without losing the essence of what gives us our uniqueness.

We believe in freedom but with responsibility and accountability.

We believe in democratic functioning but supported with concerned action.

We believe in individualism but not behaviour which offends the other.

We believe in secularism but with a celebration of spiritual values, individual defined

We believe in freedom of expression but within the bounds of acceptable behaviour

We believe in the oneness of all humanity but being deeply rooted in one's own culture.

SCHOOL MISSION

Our Mission is to blend the strong cultural fundamentals of the ‘Gurukul’ heritage and traditional systems with advanced learning tools, thus providing a new direction to education. At Pathways we believe that education extends beyond academic study. We want our students to develop fully and our approach is aimed to enhance them academically, culturally, socially, emotionally, spiritually, aesthetically and physically. We also endeavour to educate them to deal with unexpected and complex situations which are so common in everyday living. We believe we need to produce future leaders of the world who are compassionate at heart. Today, the world is experiencing a crisis in leadership where leaders are turning into ‘Power Holders’. Our students come from backgrounds where many of them will have the opportunity to lead. Lead nations, societies, communities, businesses and so on. Power and wealth without appropriate wisdoms can be very dangerous. Societies, Nations and Families are looking for positive impact makers. Leaders are, often, not born but made. We must thus act as Role Models and put in our best to channel the student’s emotional and physical energy into positive development of their attitudes and behaviour. It is our mission to ensure that in a safe, tranquil, disciplined but intellectually challenging environment, all students shall have ample opportunity to:

- fulfill their academic, cultural, sporting and social potential, including the achievement of the best possible academic results while maintaining the highest standards of academic and professional integrity.
- acquire habits of curiosity, reflection, mental flexibility and self-discipline
- acquire skills and attitudes which will fit them for life in a rapidly changing World, maintain openness and respect in the face of racial, cultural, religious and linguistic diversity
- develop a confident understanding of what they and other individuals can and should achieve for themselves, for the environment and for international society

We believe that at the core of the most effective teaching-learning process lies a firm bonding between the teacher, the student and the parents, and their walking the path together.

We believe that the principles of learning and practice and the implementation, cannot be compartmentalized. It is led by example and nurtured through observance by all.

WELCOME AND INTRODUCTION

We wish you a very cordial welcome to the Parent-Student Handbook of PWS. This book is intended both for existing PWS parents and students and for those who are thinking of joining us. It aims to give a concise summary of the values and policies which govern the day to day running of the school together with an indication of future directions. It is important for prospective parents and students to study this Handbook so that they have a clear idea of the School their child is going to join. It is equally important for existing parents and students to read it so that we can all have a clear basis for a shared vision of our school. PWS is a dynamic institution and, the Handbooks will be updated on a regular basis.

MEMBERSHIP AND ACCREDITATION

- i The School is accredited by the International Baccalaureate (IB) of Geneva to run the IB Primary Years (PYP) and IB Diploma Programmes.
- ii The School is a recognized centre for Cambridge International Examinations (CIE) to administer IGCSE.
- iii PWS is a regular member of the European Council of International Schools (ECIS) and the Council of International Schools (CIS).
- iv The school is an authorized centre for the SAT Examinations, therefore our students can sit for these examinations on Campus.
- v We have also been allocated our College Board and UCAS numbers
- vi The school is a registered TOEFL Centre and students may sit for this exam on the campus itself
- vii The school is an IB Primary Years Programme (PYP) Candidate School
- viii The school holds ‘Permanent Recognition’ from the Department of Senior Education, Government of Haryana.
- ix Pathways is a Regional Member of the Round Square Movement.
- x Pathways is a certified International Centre for the American Safety and Health Institute (ASHI)

ACADEMIC MANAGEMENT STRUCTURE

PWS has a comprehensive management structure designed to ensure maximum effectiveness in the delivery of the curriculum and other aspects of our academic programme. Three Academic Principals are responsible to the School Director for co-ordinating the various stages of the academic programme:

Primary School Principal : Nursery to Grade 5

Middle School Principal : Grades 6 to 8

Senior School Principal : Grades 9 to 12 (the IB Diploma Programme and IGCSE Programme)

Parents with particular concerns about the academic progress of their children are encouraged to contact the Form Tutor in the first instance. If further information is required the respective School Principal can be contacted.

There are also Year Coordinators and Subject Heads of Departments who are responsible for the delivery of the programme in their specific areas of expertise. These various responsibilities are detailed in the Faculty List.

For the IB PYP Curriculum, the IGCSE and the IB Diploma Programme we have specifically trained coordinators to monitor the successful implementation.

RELIGION

Pathways encourage students in their spiritual development. Our teaching does not follow any particular faith. Students are taught to understand and respect all religions and are encouraged to practice their own faith. Sound ethical values that transcend all communities are stressed at the school. Arrangements can be made for groups of students to attend a particular place of worship. There is a non denominational Spiritual Centre on campus.

CURRICULUM

QUALIFICATIONS, EXAMINATIONS & SUBJECTS

PRIMARY SCHOOL (NURSERY TO GRADE 5): The Curriculum of Pathways World School in Grades N-5 is based on the recommendations of International Baccalaureate Geneva (IB) for the Primary Years Programme (PYP). Pathways offer a coherent programme of International education that promotes international mindedness. In keeping with IB's commitment to understanding world cultures through connections with the culture of the host country, the curriculum imbibes elements of Indian culture in all areas, and is delivered within the framework designed for PYP. The school is a candidate PYP School and the accreditation process is in an advanced stage. We expect accreditation in the near future.

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MIDDLE SCHOOL (GRADES 6 TO 8): The curriculum builds on that which is done in the Primary School Years, maintaining the standards of the Cambridge International Curriculum with suitable changes of content to suit our location in India and drawing inspiration from the IB Middle School Years Programme. It is designed to enable students to move successfully into their IGCSE years.

SENIOR SCHOOL (GRADES 9 & 12): Students enter the two-year IGCSE Programme in Grade 9 and appear for the external examinations at the end of Grade 10. Students entering Grade 11 start the two years IB Diploma Course and the final external examinations are at the end of Grade 12. Work done during both years is used as part of the final assessment.

IN PRIMARY SCHOOL AND MIDDLE SCHOOL UP TO GRADE 8: All students follow the same subject pattern. In addition to the core academic disciplines of Mathematics, Language, Arts, Science and Social Sciences, all students follow compulsory courses in Music, Drama, Dance, Art, Design and Technology, Physical and Health Education and Personal and Social Education. All students are exposed to at least two languages.

GRADES 9 AND 10 choose their subjects depending on aptitude, interest and possible future career choices. Students are encouraged to offer 8 subjects out of which Mathematics, English Language and a Second Language are compulsory. Most students will also offer English Literature as it is an excellent preparation for the IB Diploma. For the remaining subjects students try to choose at least one from the following Groups thus ensuring a well rounded curriculum which gives the student a wide range of options for the future.

Group 1	Group 2	Group 3	Group 4
Biology	History	Spanish	Art and Design
Chemistry	Geography	French	Design and Technology

Physics	Economics	Hindi	Information Technology
Environmental Management	Business Studies Environmental Management		Physical Education Drama Music

This list is not exhaustive and additional subjects can be made available by arrangement. In addition students have courses in Physical Education and Life Skills.

IGCSE is a rigorous and demanding academic course and a student wishing to study a subject at this level must be able to provide evidence of both aptitude and commitment in his/her previous studies.

GRADES 11 AND 12

The IB Diploma subjects are arranged in six Groups and students choose one subject from each of the first five Groups and may then choose their sixth subject from Group six or a second subject from any of the other Groups. This ensures a well rounded curriculum. Specialised courses at some universities require students to have studied subjects which do not fit this pattern, for example medicine in India. In these cases students can apply for an ‘Irregular Diploma’ (which is a recognized, authentic Diploma but just classified so) and take the subjects that fit their requirements. Students wishing to complete the IB Diploma have to study 3 subjects at higher level and 3 at standard level plus Theory of Knowledge . They also have to complete the stipulated hours in CAS and have to mandatorily write an extended essay on a topic of their choice. The six groups and the subject choices in each group available at Pathways are as follows:

Group 1- Language A1
English A1 HL or SL
Hindi A1 HL or SL

Group 2- Second Language
English A2 HL or SL
English B HL or SL
Hindi A2 HL or SL
Hindi B HL or SL
Spanish B HL or SL
Spanish ab-intio SL
French B HL or SL
French ab-intio SL

Group 3- Individuals & Societies
History HL or SL
Geography HL or SL
Economics HL or SL
Business & Management HL or SL
Information Technology in a Global
Society HL or SL

Group 4- Experimental Sciences
Physics HL or SL
Chemistry HL or SL
Biology HL or SL
Design & Technology HL or SL

Group 5-Mathematics & Computer Sciences
Math HL
subject Math Methods SL
Math Studies SL
Computer Science HL or SL
(an Elective and can only Be taken Along with Math)

Group 6 - The Arts
Visual Arts HL or SL Or an optional
from Groups 1 to 4 or
Computer Sciences from Group 5

The list is not exhaustive and additional subjects can be made available by arrangement. A student wishing to study a subject at IB Diploma higher level should normally have achieved at least B grade at IGCSE level or equivalent. A student with a lower achievement will be accepted only after consultation with the relevant teachers. The School Director will arbitrate in any case of uncertainty. In exceptional circumstances a very able student may be allowed to take 4 Higher Level subjects. There might be some addition/deletion in subjects offered during the years depending on demand or lack of it.

LANGUAGES

The Language of instruction is English. Most students in the Primary School will also study a level of Hindi up to Grade 5 when they may choose from Hindi, Spanish and French. It is also possible for students to study and obtain certification in a wide range of other languages. Students whose first language is not English, Spanish, French or Hindi are also encouraged if possible to obtain an IGCSE qualification in their native tongue.

CAS (CREATIVITY, ACTION, SERVICE)

CAS is an integral part of the IB Diploma and all Diploma Candidates have to devote a certain number of hours to this programme in order to be awarded a diploma. As a school we believe that students need to participate in these areas to enhance their all round development. Therefore, a programme of cultural activities, sports and community service is mandatory for all Grades. Students choose a cultural activity and a sport and participate in their Grades' community service programme. There are a wide range of activities on offer (please refer to 'Sports activities' and 'Cultural activities' in the following pages).

ACADEMIC & CAREER COUNSELLING

Students from Grade 8 upwards have regular counselling leading to subject option choices at IGCSE and IB Diploma levels. These may be discussed with our College Advisor, Counsellors, Middle School and Senior School Principals and Subject teachers. Students and their parents are invited to personal guidance interviews. Students make career decisions at different stages and individual advice is available at every stage. Representatives of various professions and from many Colleges and Universities visit the school to meet with students. The school actively assists students in making college choices and pursuing their applications.

ASSESSMENT, REPORTING & EXAMINATIONS

The object of assessment is to give information about the student's progress to the teacher, the student and the parents. The PWS reporting system is designed to give such information on a regular and systematic basis; however the school is also committed to informing parents immediately if problems arise. Parents can access progress of students on Veracross on daily basis. All assessments are fed into Veracross and are available to Parents in real time along with class averages. Parents can receive their children's main reports by email but we also assume that where possible every parent will wish to discuss his/her child's progress with all of the student's teachers at the relevant Parent's Meeting.

Assessment is done regularly and is both formative and summative. Most assignments and periodic tests given to students will be graded as will presentations and projects. In the Middle School and Senior Schools these have equal weightage with the annual examination and will appear on the report as part of the final grade. Primary School does not have examinations but students will be assessed against levels of achievement at the end of the academic year. Primary School Reports are usually comment-based, with a detailed Profile in Grade 5 at the end of the IB Primary Years Programme. Senior School Reports include an achievement and an effort grade together with a detailed comment on the student's performance in each subject and in co - curricular activities. These are issued at the end of each semester. A mid - semester report showing accumulated grades is issued to Middle School and Senior School students.

The grades given on the Reports for Grades 6 to 10 relate directly to the grading system for the International General Certificate of Secondary Education(IGCSE). The grades given on Grades 11 and 12 Reports relate directly to the grading system for the IB Diploma.

EXAMINATIONS GRADES 6 - 12

INTERNAL EXAMINATION are an indispensable opportunity to prepare students for Board Examinations and PWS is dedicated to the task of making this preparation as effective and realistic as possible. The structure and content of internal examinations are determined by teachers in charge of subject areas, based on the requirements of the internal syllabus, for the subject, the content and nature of the IGCSE or IB examination syllabus at which the students ultimately are aiming, and the school's curriculum and assessment policies. All of Grades 6-12 have one Internal Examination per year. In Grades 10 and 12 the Internal Examination is a 'mock' examination for the IGCSE and the IB Diploma Examinations respectively. Entries for IGCSE and IB Examinations taken in May/ June are made in January/ February. Entries for November Examinations are made in September. PWS follows the May/June Examination System with a provision for retakes in the following November.

CONDUCT OF EXAMINATIONS: The Boards specify strict rules for the conduct of their examinations and the school ensures compliance. Students who do not comply with the set rules or use unfair means risk cancellation of grades achieved through the academic year. The school conducts all internal examinations based on the Board’s stipulated parameters and requirements.

EXTERNAL EXAMINATIONS: All matters regarding entries for and the administration of IGCSE Examinations should be referred to the IGCSE Coordinator. All matters regarding the entries and administration of the IB Diploma Examinations should be referred to the IB Coordinator. The approximate dates for the examination period will be included in the school calendar and the detailed timetable given to the relevant students and their parents as soon as the final version is received from the respective Boards.

PATTERN OF MAJOR ASSESSMENTS, REPORTS AND MEETINGS	
Semester 1	Semester 2
Primary School	
Parent meeting (open day) just before the semester break Parent Meeting and Report at the end of the semester	Parent Meeting just before the mid semester break Parent Meeting and Report at the end of the semester

Grade 6 to 9 & Grade 11	
Parent Meeting (open day) just before Mid - semester break with subject assessments	Parent Meeting and subject assessments. Just before the mid-semester break
Parent Meeting and Report at the end of the semester	Parent Meeting and Report at the end of the semester

Grade 10 & 12	
Parent Meeting (open day) just before the mid Semester break with subject assessments	Mock Examinations * in March
Parent Meeting and Report at the end of the semester	Parents Meeting and Final Report from the school: At the beginning of April
	IB Diploma and IGCSE Examinations in May & June
* Mock examinations will also include any students from other year groups who have been registered for Board examinations in that year	

MARK OF EXCELLENCE

The School recognizes and celebrates exceptional effort and high achievement by students. Excellent work & behaviour will be recorded in the diary by subject teachers and then brought to the relevant Principal for a Star Award. A total of ten Stars make a student eligible for a Certificate of Merit.

HOMEWORK POLICY

Homework of some sort is set for all students and boarders are given the necessary time to do it during the prep hours. One hour each day is given to Primary School students for supervised homework before they go home, though there is an expectation that some work will be done at home. The following points will help you:

Homework is:

- an integral part of the curriculum and is necessary in order to cover the syllabus
- could be an extension of class work or project work or preparation for a task ahead etc
- of special help to students who are working in a language other than their mother tongue
- appropriate to the age, ability and developmental stage of the individual student
- Done on the day allocated in the homework timetable for a particular subject.

Homework may take a range of forms including:

- the completion of class work or preparation for an assessment
- reading
- writing
- research and project work
- mathematical problems
- memorising spellings and tables etc

Depending on the grade level of the student, the time expected to be spent on homework changes. On an average the Primary School child will be given work that will take a

maximum of half an hour, in the evenings. All Middle School and IBDP school students spend an hour to an hour and a half in the first supervised prep. Grades 6-8 could spend a further hour studying in their rooms, Grades 9-10 an hour and a half and Grades 11 & 12 two hours. Teachers will set homework/prep with these times in mind. Grades 6-8 should have at least 3 preps per week in Math and English and 1 in other subjects. Grades 9-12 are set work after each class. Work may be ongoing at this level. Parents of Day Boarders should keep these timings in mind when supervising their Child's homework at home.

ACADEMIC MATERIALS

All students from Grade 2 onwards must have a pencil case containing pencils, pens, colouring pencils, crayons, pencil-sharpener, ruler, glue, and scissors. Students from Grade 6 onwards should include geometrical instruments. Grade 8 students and above will need a scientific calculator, IGCSE students require a Casio FX-series and IB Diploma students a Texas Instruments 83 graphic display calculator. Only these models will be permitted for use during examinations. Primary School students may use a simple arithmetical calculator if they wish though there will be assignments where there will be restrictions on usage. Since Pathways is a secured wi-fi campus, the Operating System of the laptop needs to be a Professional, Business Edition. Laptops having home Edition Operating System cannot be configured to the secured Pathways Network.

All students from Grades 7 to 12 need a laptop computer. The School can assist you in providing a suitable model. Alternatively, you may bring your own. Laptop and all other expensive equipment should be insured and a copy of the policy lodged with the school.

Please ensure that all items are clearly marked with an indelible marker. The school takes no responsibility for loss or theft.

The school will provide an initial pack of stationery and exercise books at the beginning of each semester. Any further requirement can be bought from the school stationery shop. Students are encouraged to use their stationery carefully and not waste it.

SAT & PSAT

The school is a recognised Centre for SAT & PSAT American aptitude tests and therefore our students can be enrolled and take the tests on the School Campus. We also arrange coaching for students wishing to appear for these examinations. There is an extra fee charged for coaching and the test fees are paid for separately according to the rates laid down by the examining body and the costs incurred by the school to administer the examination.

SUPPORT PROGRAMMES

The School runs two support programmes for students, English Language (EAL) and a programme for those with Special Educational Needs (SEN).

Pathways World School is an International School. Many students arrive at the School with a level of English language acquisition that is not high enough for them to be able to manage main stream classes without support with their English language. In many cases these students are already able to communicate well in more than one language therefore they are acquiring English as an additional language. We have adopted the title used universally in International schools “English as an additional language” to describe our English Support programme.

Students are identified either during the interview process or during their first month at Pathways and then included in the programme at an appropriate level. Students undergoing EAL support need to pay additional fee as specified in the Fee Policy.

SEN (SPECIAL EDUCATIONAL NEEDS)

The School will test students that it feels may need this service in consultation with Parents. Those found needing extra support will work with Special Teachers and have a Specially Designed Education Programme devised with the regular Teachers. SEN Certification allows us to apply for special consideration in the Board Examinations.

Students undergoing EAL and SEN support need to pay additional fee as specified in the Fee Policy

CO - CURRICULAR PROGRAMMES

Education at PWS goes far beyond the classroom. All students, Resident and Day Boarders, without exception, participate in co-curricular activities from Monday to Friday and there is a comprehensive programme of activities for students who are resident on campus at the weekends. Activities include Sport, Theatre, Music, Art and Craft. Community Service activities, including IB Diploma CAS also take place during co-curricular periods. There is also recreational time for relaxation and using the Library-Media-Centre. Weekend activities include trips and outings.

SPORTS ACTIVITIES

Currently on offer are the following Sports & Games-

- | | | |
|---------------|----------------|----------------------------|
| - Basket Ball | - Horse Riding | -Table Tennis |
| - Soccer | - Golf | -Tennis |
| - Cricket | - Swimming | -Pool & Snooker, Billiards |
| - Volley ball | - Athletics | - Squash |

CULTURAL ACTIVITIES

- | | |
|--|---------------------------|
| -Drama | -Documentary Film making |
| -Music - Indian & Western Vocal & Instrumental | -Design & Technology |
| -Dance - Western & Indian | -Art & Design |
| - Yoga | -Environmental activities |

COMMUNITY SERVICE

All students have to spend a certain number of hours on community service, both on campus and in the surrounding areas.

TRIPS AND EXCURSIONS

As part of the “Parental Consent Form” parents are requested to give permission for students to join school-organized trips within and outside the state of Haryana. These could include trekking, camping, sport or cultural trips and visits to other schools. Students will always be chaperoned by Teaching and Residence Staff.

JOINING PATHWAYS

Before applying for their wards to join Pathways, parents and guardians are earnestly requested to consider the following:

ADMISSIONS POLICY

Subject to availability of places, PWS offers education to children of all nationalities. Normal minimum ages on 1st August in the year of entry are as follows:

GRADE	AGE
Nursery	3 ½ - 4 ½
Kindergarten	4 ½ - 5 ½
Grade I	5 ½ - 6 ½
Grade II	6 ½ - 7 ½
Grade III	7 ½ - 8 ½
Grade IV	8 ½ - 9 ½
Grade V	9 ½ - 10 ½
Grade VI	10 ½ - 11 ½
Grade VII	11 ½ - 12 ½
Grade VIII	12 ½ - 13 ½
Grade IX	13 ½ - 14 ½
Grade X	14 ½ - 15 ½
Grade XI	15 ½ - 16 ½
Grade XII	16 ½ - 17 ½

Reasonable exceptions may occasionally be made to this policy at the discretion of the School Director. Up to Grade 3 it is not necessary at admission, for children to be able to speak fluent English. For Grade 4 and above a reasonable level of fluency in English is desirable and essential. Students whose English is below the required standard would need to enrol for the EAL (English as an Additional Language) Programme, at an additional cost. New students will not, normally, be admitted to Grades 10 and 12, i.e. in the middle of the two-year IGCSE and IB Diploma Courses respectively, unless they are transferring from the same curriculum system, and even then requests for admission to these classes would have to be reviewed on an individual basis by the School Academic Committee.

ADMISSIONS PROCEDURE

PWS is an independent school and admission is a matter of the School Director's judgement and discretion based on professional criteria and advice from the appropriate PWS Academic Principals.

Application for admission should be made on the Admission Form available with the printed Brochure or on the web site at www.pathways.ac.in

We, at Pathways, believe in holistic education and development of each student. Every child has individual talent and multiple intelligences which we would like to develop further, while encouraging new talents to be discovered.

Assessment for admission is normally through an informal interaction where besides probing for the above we are also reviewing the past achievements. This interaction is between the Principal or other senior faculty members and the student and the parent. Middle and Senior School applicants will also be required to appear for the School Placement Test in English and Mathematics and any other academic area deemed necessary.

Admission interviews and assessments take place, usually on the second and the fourth Saturday of every month. Where there are no places available in the desired class, successful students will be placed on a waiting list and considered for the first available vacancy. Parents are strongly advised to apply for entry at PWS as early as possible. The Placement Tests schedule is available on the Website.

Prior to the assessment, parents/ guardians are required to submit the required Forms, pay the Registration Fee, and hand in copies of the scholastic records of the previous two years along with a personal recommendation from the school presently studying in. We also require proof of birth and citizenship and a declaration from parents stating the country of employment/work with documentary support. Please refer to the school's website for details.

The interviews will be conducted in a cordial and relaxed manner. The main idea is to get to know the prospective student and his/her family well and also understand the interests and achievements and the reasons for choosing Pathways.

VISAS

A visa is required for every person not holding an Indian nationality. A student visa may be obtained through the Indian Embassy in the country in which the student is currently residing. Once a student has been accepted for admission the school will issue a letter of confirmation with the effective date of entry into the institution. This document may be used as part of the visa application. It is the responsibility of the parent/guardian to maintain a current visa. Please ensure that the student's passport is valid at all times. The school cannot be held responsible for any lapses.

It is statutory obligation for all students carrying non-Indian passports to register themselves with the 'Foreign Resident Registrar's Office' FRRO Form supplied in the 'Admission Kit' to the admissions department in advance or not later than 2 days of student's entry into India.

As per rules each entry into India based on the 'Student Visa' issued for Pathways World School Should be for no other purpose than for joining Pathways World School and needs to be registered with the FRRO Office by the school within the prescribed time limit. Students entering the country and spending time elsewhere before reporting to the school may lead to inconvenience and an unnecessary probe and investigation by the civil authorities.

All travel documents including the Passport, Visa, Air Tickets and any other permit/Official document must be deposited upon arrival with the admissions office for safe custody.

TRAVEL

The school makes arrangements to transport all out-station students to and from the airport according to the vacation schedule listed in the school calendar. A written request accompanied by advance payment as per applicable charges is required to make the travel arrangements. Parents who do not wish to avail of this service have the option of making their own travel and transport arrangements.

The School also arranges to pick up and drop off students from Delhi Airport (international and domestic) at the time of session breaks. Requirements for this service should be communicated to the school well in advance so that appropriate arrangements can be made for vehicles and escorts to be sent to the airport. The name of the person receiving an unaccompanied minor at his/her destination needs to be given to the school at the time of requesting the service. There will be designated times and days for pickup and drop. These will be communicated to parents well in advance. Parents are requested to book flights taking the designated pick up and drop off times into consideration. There is a charge made for this service and if your arrangements require us to send a vehicle other than at the school's scheduled times, this charge will be on the actual expenses incurred.

Parents who do not wish to avail of this service can make their own travel arrangements.

The school is unable take any responsibility for students sent unaccompanied by train. All students travelling by train must be picked up from school and dropped off at school by their escort.

INDEMNITY

The school takes special care of your child and takes all feasible precautions to keep them safe. Parents are required to sign the Indemnity Form included in the admission package to cover for unexpected contingencies. We also ask parents of boarders to sign a Parental Consent Form to enable the school to make informed decisions on behalf of the student. These could include trekking, camping, sports or cultural visits to other schools. Students will always be chaperoned by members of the Teaching or Residence Staff.

PARENT CONSENT FORMS

As part of the joining package parents are required to sign forms accepting school rules, policies including fee policies and amendments, giving consent for students to take part in all activities arranged by the school. This includes all mandatory trips and excursions, activities arranged for boarders at weekends, all sports activities, and students accompanying school teams for competitions or tournaments or festivals.

Students who wish to take up riding as an activity have a further indemnity on behalf of the Riding facility.

HEALTH FORMS

The School is very particular about each individual's health and safety. Parents are required to complete the Health Form with all details. This will ensure the safety of your child. All inoculation details and allergy conditions must be included in the form with detailed information.

Fee Policy

The School is an independent and private school and maintains a very high level of standards and is very proud of its excellent infrastructure and facilities. So will you be in becoming a part of it.

The Fee structure of the school is available with the Admission Office can be downloaded from the School website. The Fee structure is reviewed annually and amendments if any are hosted on the website and available at the Admission Office well in advance of the start of the new academic year.

Once the student receives confirmation of admission in writing the student is required to pay the Admission Fee (non-refundable) and the Security Deposit (refundable) as applicable.

NRI (Non-resident Indian) Policy

If any of the parents is settled/ lives partially or wholly outside the territories of India and derives his/her major income from outside the territories of India whether by way of business, employment, consultancy etc., it shall be treated as a case for NRI Fee, irrespective of whether the students/parent is/are foreign passport holders or not.

- If the major earning parent is settled abroad and derives the income from there while the other lives largely in India, it shall be treated as a case for NRI Fee
- If all the information pertaining to residence/ work/ schooling of other siblings etc suggest otherwise, merely filing of an Income Tax return in India shall not qualify for payment of INR Fee

- If a parent is employed with an Indian company and the company deposes him/her for a brief foreign posting of up to two years, it shall not be treated as an NRI case. In such cases the parent needs to produce the evidence pertaining to the length of foreign posting
- If a parent (Indian/foreign passport holder) lives and is employed abroad and is deputed by the company in India for a brief contract/term, it shall still be treated as a case for NRI fee
- If there is any disagreement between the School and the parent about the Fee Criteria, the School may ask the parent to produce suitable evidence in support of their contention. This may include authenticated copies of both the parents' bank statements the last 6 months of active account/latest Income Tax returns etc.
- If anything contrary to what has been declared at the time of admission comes to the school's notice, it may lead to applicability of suitable fee from the date of the student's entry into the school and may also lead to cancellation of admission.

Exceptions

- If the student or any parent is/are foreign passport holders but are settled permanently within India and the income is derived from within India, it shall not be treated as an NRI case. In such cases the parents need to produce their latest Income Tax Returns evidencing the above
- If a family/parent settled/employed abroad is in the process of shifting back to India and this shifting is expected to happen within the semester in which the student intends to join the School, the parent could request the School Director for eligibility to pay the Indian Fee. This may be considered on a case to case basis and be conditionally approved, provided a suitable evidence to this effect is produced before the end of the semester failing which the NRI Fee shall be applicable from the date of joining the School
- NRI's living in SAARC countries shall be eligible to pay the Indian Parent's Fee

Expat Policy

All the students of Non-Indian origin shall be charged the USD Fee. This includes families living beyond the territories of India and the families temporarily living in India on account of employment, posting or any other engagement.

Exception

- If a person of Non Indian origin attains Indian citizenship and is settled in India, he shall be eligible to pay the Fee applicable to Indian parents
- SAARC country nationals are eligible to pay the Indian Parent's Fee

Refundable Security Deposit

Every student admitting into Pathways World School needs to pay a security deposit which is half of composite annual fee and boarding fee.

Students joining in a grade below Grade 1 have to deposit security equivalent to half of composite annual fee of Grade 1.

This deposit is non interest bearing and is refundable upon the student passing out/leaving the school subject to clearances/conditions as laid out elsewhere in this handbook.

The Security Deposit shall be reviewed when the students graduate into Grades 6, 9 and 11. At this time an incremental amount shall have to be deposited to match the level (half of composite annual fee and boarding fee) according to the then graduating grade and applicable fee for that grade.

Security Deposit paid in US Dollars or any other foreign currency is converted in INR at the time of admission. The same shall be refunded in US Dollars using the conversion rate in force at the time of refund.

Any unpaid dues of the student shall be recovered from his/her security deposit which includes notice period fee in the event of withdrawal without required notice.

For pass outs /withdrawals/ transfers happening at the end of the academic year the Security Deposit shall be refunded within 60 days of re-opening of the school for the next semester after adjusting unpaid dues, if any, including notice period fee in lieu of insufficient notice, if applicable.

All disputes, differences and all claims or demands arising between the school and parent/ student in relation or in connection with the admission at Pathways and or/ interpretation here of will be decided by the sole arbitration of the nominee of the Chairman of the School. The award of the arbitrator shall be final and binding between the parties. The arbitration proceedings shall be held in the school premises and the Court at Gurgaon only shall have jurisdiction over any matter in connection with the arbitration proceedings.

In no circumstances can the Security Deposit be adjusted against any of the school fee or charge. Even if a student has given withdrawal notice for the following semester/ academic year, s/he is entitled to continue paying all fees and charges till s/he is attending the school.

Composite School Fee

- The Composite School Fee is applicable for the school academic year
- Students joining the school in April need to , additionally, pay the prescribed Pre- Term Fee
- The Composite School Fee covers all of the teaching and other expenses such as food, Residence, books (wherever applicable), one standard stationery kit per semester use of participation , Labs and Library, co-curricular activities, sports etc for the academic year
- However, the Composite School Fee does not include or cover field trips and excursions, pocket money, extra subject/ learning support, EAL, uniforms, weekend exeats, external examination fee, transportation etc
- There are two options available for payment of the Composite School Fee:
 1. Advance Yearly – this carries a 5% rebate on Composite School Fee and Boarding Fee only
 2. In two instalments, semester- wise
- All fee payments should be made by the due dates as indicated in the Fee Schedule
- The School reserves the right to revise/ amend the Fee Schedule
- Students who have secured admission but join the school after the start of the session would still need to pay the full year’s Fee
- If the school offers admission to a student in the middle of a session the fee payable for the first semester will be calculated on a pro rata basis for the balance period of the academic year and the school will consider the date of joining as the 1st day of the month of joining.
- Since the school curriculum is challenging it is advisable for a student to start from the first day of the academic year.

Rebate For Siblings

We value the importance of giving siblings equal exposure by being in the same school. Therefore, second and subsequent children of the same parents are eligible for 10% rebate in the Composite Annual Fee and Boarding Fee. The rebate is applicable to the younger sibling (s). However, the moment the eldest sibling leaves the school, the next sibling will lose the eligibility status for rebate, having now become the eldest. It shall have no bearing on other charges/Fees including the

Refundable Security Deposit, the basis of which shall remain the standard fee for the relevant grade.

Advance Payment Rebate

Parents opting to pay the full year's fee in advance instead of breaking this into semesters shall be eligible for a 5% rebate on Composite Annual Fee and Boarding Fee. This is subject to payment of all types of fee for the complete year in advance, at the beginning of the session, including Transport Fee.

At the time of the second (semester) fee cycle the contingency account shall have to be topped up to the prescribed level.

IT Fee

The school is proud to be associated with the Microsoft School and Campus Agreement.

Every student is required to pay a nominal annual charge to become a member of the 'Microsoft School and Campus Agreement' wherein she/he remain a licensed user to the latest version of software like Microsoft Office, operating system etc. till he is a student of Pathways. These are otherwise available at a very high cost.

Students whose laptops are not WI FI compatible can have this rectified by the school's IT Department at a one time cost for the required hardware/ software.

Transportation Fee

The day students who opt for daily school transport need to pay the 'Transport Fee' as prescribed from time to time. The same is payable along with the Composite School Fee.

Contingency Account

A Contingency Account is maintained for all students and it is like a Current Account. This covers expenses incurred by students such as for uniforms, pocket money, weekend Exeats, field trips and excursions, school tuck shop, medical expenses (other than in school), medical/ personal accident insurance, travel and ticketing expenses, examination expenses, EAL, SEN and remedial support etc.

At the time of admission a contingency account is opened for the student into which the prevailing contingency advance should be paid. The same is topped up to the aforesaid level at the end of each semester unless consumed earlier by the student.

A detailed statement of the Contingency Account is mailed to the parents at the end of each semester.

Bank Charges

All bank charges pertaining to inward remittance of school fee, if any, will be debited to the student's account. In the event of a cheque / draft return, a sum of Rs.1000/- besides the bank charges shall be debited to the student's account.

Late Fee

We strongly encourage that the requisite Fees are paid within the time schedule. Should there be a delay the following surcharge shall be charged:

- If paid within 30 days of the due date: 2%
- If paid between 31 and 60 days of fee due: 4%

To ensure that the student can sit for a Board Exam please complete all payment procedures within the stipulated time frame.

Transfer Certificates, and Recommendation Letters can only be issued once all outstanding dues have been cleared.

Non- compliance to payment procedures can affect the student's enrolment in the school and forfeiture of the Security Deposit.

INSURANCE

All students will be covered by the School's Medical Insurance Scheme and Parents will be billed for this. All students should get their Laptop Insured by the School on payment. Parents and students are further advised to get student's other valuable assets such as mobile phone, camera, ipod etc insured privately. The school does not take any responsibility for any of the personal assets of the students.

CONVERSIONS

Students converting from Boarding to Day Boarding should ideally do so at the end of a semester. Request or change in the status must be made in writing to the School Director. Students converting from Boarding to Day Boarding before the end of a semester would be required to pay the Boarding fee for the complete semester.

Students converting from Day Boarding to Boarding (upon availability of space) should do so from the 1st day of the month. Students converting in the middle of a month would have to pay the Boarding Fee on a pro rata basis from the beginning of the month.

RE - ADMISSION

Occasionally there may be students who seek re-admission after initially withdrawing from the school. All such re-admissions should be authorized by the School Director. Students seeking re-admission need to go through the entire admission process unless waived by the School Director.

Students seeking re-admission within one year of withdrawal will have the registration fee waived.

In case the student is seeking re-admission in the same or the next academic year and the withdrawal clearance has not yet been processed, s/he will not be liable to pay the admission fee again.

In all other cases and the ones in which withdrawal clearance is processed but the parent has not cleared/ collected the dues, the parent shall have to pay the admission fee again.

All re-admission shall be done only upon clearance of all pending dues, if any. The Security Deposit will have to match the current required level.

LEAVING PATHWAYS

LEAVING PROCEDURE

It is our desire and hope that every student will find Pathways a very conducive centre of learning and personal growth and complete schooling. However, we do understand that a student may have to leave for various reasons. In such situations Parents or Guardians are requested to notify the School Director in writing of the withdrawal of the student, if this is to occur at any other time than the end of Grade 12. (completion of IB Diploma Course). Such withdrawal requests are to be made on the prescribed Form at least 2 months in advance as follows:

- For the Term that ends in December, withdrawal letters must be received not later than the 31st of October of the same year; and
- For the Term that ends in May, withdrawal letters must be received not later than the 31st of March of the same year.

In the absence of such withdrawal requests in writing, duly acknowledged by the School, 'Notice Period Fee' equivalent to the Composite School Fee + Composite Residences Fee (as applicable, in case of boarders) of the following semester shall be charged.

Parents who are uncertain regarding the continuation of their child may make a conditional withdrawal before the above deadlines which could be confirmed not later than 31st October and 31st March respectively, after which the school cannot give a guarantee for holding the seat for the next semester

To complete the procedure, the students need to obtain a Withdrawal Form from the Admission Office, duly completed and signed. All school property including text books, must be returned and certified 'in good condition', before examination results, reports, transfer certificates or recommendations to future schools/colleges can be issued.

REFUNDS / WITHDRAWALS

Students being asked to leave the School on disciplinary grounds, mid-term, are required to pay the Fees for the entire semester or it shall be adjusted against the Security Deposit. In the event of withdrawal without notice fee in lieu of notice period shall be forfeited from the security deposit of the student.

Prospectus/ Registration/ Admission and IT Fees are Non - Refundable. Any instrument/ equipment/ gadget or books, stationery and uniforms purchased from/through the school are Non - Returnable and thus Non - Refundable.

Please see Annexure 1 to be filled by the parents at the time of Withdrawal Annexure 1
Can be downloaded form School Website



PATHWAYS
WORLD SCHOOL
Learn • Work • Play • Think • LIVE

Pathways World School
Aravali Retreat, Off Gurgaon - Sohna Road,
Gurgaon (NCR Delhi) Haryana

Date: _____

The School Director
Pathways World School,
Gurgaon

Sub: Withdrawal

Student Name: _____ ID No.: _____ Grade: _____

I wish to request withdrawal of my aforesaid ward from Pathways World School for the reasons described below. My ward would discontinue attending the school from _____. I request to kindly process the withdrawal in accordance to the school rules as printed in the Parent Student Handbook. Obtaining clearances from various departments and settling of account does take time. I estimate 60 days to be a reasonable period to process the withdrawal from the date of this application. I undertake to settle pending accounts of my ward and request the school to issue the Transfer Certificate upon my doing so.

Reasons for withdrawal: _____

(Signature) (Name) (Relationship)

Pathways values your relationship with the school and wishes to use your experiences, observations and suggestions for betterment of the institution. We request you to kindly fill in the questionnaire at the back of this form and make it convenient to have an interaction with a Board Member/ School Director upon request.

For Official Use

Received by: _____ Date: _____ No. _____

		Excellent	Good	Average	Below Average
Academic Content					
Subject Choices					
Academic Resources					
Academic Styles					
Sports	<input type="checkbox"/> Variety Offered				
	<input type="checkbox"/> Coaching				
Co-curricular Activities	<input type="checkbox"/> Variety Offered				
	<input type="checkbox"/> Coaching				
Camps and Activities					
Pastoral Care					
Guidance Counseling					
Boarding Houses					
Boarding Systems					
Quality of Food					
Variety of Food					
Hygiene					
School Events & Activities					
School Transport					
Administrative Support					
School Infrastructure Facilities					
Flow of Information	<input type="checkbox"/> Students Progress				
	<input type="checkbox"/> School Circulars				

Two staff members I would really appreciate: _____

Your free space: _____

SUPPLYING INFORMATION TO A ‘NEW SCHOOL’

Unless the School Director has received a written request from the parent she/he is unable, for legal and ethical reasons, to respond to requests from prospective schools to invigilate entrance examinations or supply information about a student’s academic progress.

TRANSFER CERTIFICATES

Transfer Certificates are issued once the student’s dues to the school have been met and all school equipment / books returned in good condition.

All fees mentioned in this policy will be levied at the rates given in the current fee schedule for the year. The current fee list may be viewed in the relevant sections of the school website www.pathways.ac.in

SCHOOL INFORMATION SYSTEM - VERACROSS

Veracross is a wonderful Web-based school information management system which helps the staff, students and parents to share information very regularly while maintaining full confidentiality. All users including the parents, students and staff are assigned personal password with specific rights to log on to the system through the URL www.veracross.com/pathways. Passwords are issued via email along with basic information about using the system.

Some of the key aspects shared through this system are personal profiles; attendance; academic progress; report cards; discipline and sanctions; school communications etc. This information is fed promptly and is available 'real time' to the user. Any specific queries regarding the system could be sent to veracross@pathways.ac.in

TIMES & SEASONS

THE ACADEMIC YEAR: follows the international pattern and begins in August.
There are two semesters:

Semester 1 August to December

Semester 2 January to May

An outline calendar for the next academic year is created in the second semester of the previous year. A detailed calendar for each semester is distributed to faculty, students and parents.

DAILY SCHEDULE: Boarders and day boarders follow the same schedule between 08:00 and 15:45 hrs. Except on Thursday when the school ends by 14:45 hrs.

LIBRARY - MEDIA - CENTRE HOURS

Monday - Friday
08:15 -17:00 hrs.

Thursday
8:15 - 14:45 hrs.

Saturday
09:00 - 17:00 hrs.

Sunday
Closed

PASTORAL CARE

Most of this section is applicable to both Boarders & Day Boarders. Some points may be applicable only to Boarders, but all students should be aware of all the points in this section.

STUDENT COUNCIL

Pathways World School's focus is to promote students in decision-making roles directly in partnership with the teachers and the SMT (Senior Management Team) of the School. The intention is that student office bearers help in the smooth running of the day to day co-curricular and sports activities of the Residence / School by assisting in supervision and overall execution of the activity.

The School has three Councils:

1. The School Council
2. The Middle School Council and
3. The Primary School Council

Each is slightly different in composition and together they form the School Parliament. The School Council is drawn from Grade 11, the Middle School from Grade 8 and the Primary School from Grade 5.

PRIMARY SCHOOL STUDENT COUNCIL FORMATION PROCESS

Principles that determine the process:

It is essential to nurture and groom all students to blossom into leaders. The experience of being a member of the Primary School Students Council is a learning process for members and non members alike.

Students are nominated because they have already shown leadership qualities and have shown most of the following attributes:

Proactive: students who look out for opportunity and have taken on responsibilities beyond their defined scope of work.

Accountable & Responsible: students who take complete responsibility of the project they undertake and Commitment to execute any assignment given to them with accountability.

Determined & Confident: students who are mentally tough & are prepared for any criticism of their work; who delegate and learn from their mistakes.

Stand out in a crowd: students who think independently and follow a solution - centric approach, without letting problems and issues come in the way of their goals. They view obstacles and bottle - necks in the right perspective and effectively resolve them.

Power House: students who are self-motivated and drive themselves rather than being driven by others. They feel the urge to excel at any challenge presented to them.

In the Primary School, students are selected by the teachers. Every student who is nominated finds a place in the Student Council. The nominations are presented in stages. The Grade 5 students who are not elected to the Council gather leadership experience by being monitors of other grades and assisting the Council.

THE PROCESS OF NOMINATIONS

This process is completed during the staff inset days before the new academic year begins. It usually takes about 4 to 6 hours. The Grade 4 Form Tutors provide a house - wise list of all students graduating to Grade 5.

Nominations for Head Girl and Head Boy are discussed first. Teachers propose names and justify their proposals with facts, observations and views. Other staff members do the same till everyone who wishes to speak has had a turn. (Usually the proposals and arguments are quite intense)

After a period of reflection a (clear) majority vote decides 2 nominations for each post.

These nominations automatically become the 1st nomination for house positions (the nominated student who does not get elected for head girl/boy is then one of the 2 nominations for the house. So for such houses, 3 nominations are decided but only 2 are presented to the students (according to the dictates of the first round of election.)

PROCESS OF ELECTION

On the first day of the new academic year Grade 5 teachers discuss the entire process with the students to reinforce the awareness of the responsibility with which the ballot must be cast and the need to keep the ballot choice secret.

On the 2nd day of the term, all students from Grade3 to 5 assemble.

Nominations are presented one position at a time.

Each nominated student speaks to the assembly about him/her self.

Students of Grade 3, 4 and 5 receive one ballot paper at a time and write their choice. The counting team of teachers counts the votes and indicates the choices for the house captain and vice captain.

Then nominations are presented one house at a time and the respective house members vote.

Counting for each post is completed before declaring nominations for the next round/ position.

After all votes have been counted the names of the new council members are announced.

Parents of the new council members are informed by the Principal.

Over the next 5 days, all students of Grade 5 go through an orientation of a minimum of 2 hours per day. During this, the students together decide the duties, responsibilities and the role of the Student Council. This exercise is aimed at educating the entire Grade 5 about leadership.

It also stimulates a process of self - evaluation which facilitates the setting of personal goals in the following week.

THE PROCESS OF THE INVESTITURE OF THE NEW COUNCIL

All parents of the Primary School Students are invited to the investiture ceremony which is held 2 weeks after the elections.

The investiture ceremony is solemn. The out going council takes its position on the stage. The new council comes and takes its position behind it.

One by one each new member steps forward and receives charge from the outgoing counterpart. The old council marches out.

The new council takes the oath which is administered by the School Director

The School Director pins on the badges on the shirts of the new Student Council Members.

The new council then marches out into the wings and joins the parents and staff for tea.

STUDENTS COUNCIL - SENIOR AND MIDDLE SCHOOL

Each council will comprise of one President, one Vice - President, one Secretary, one Sports Captain, four House Captains, two Activities Coordinators and one Rewind Editor.

The Middle School Council will have additional representation from Grade 6 and 7. Two Class representatives will be elected from Grade 6 and Three Class representatives from Grade 7.

The Student Council Elections process is as follows:

- Nomination forms are submitted by students nominating the student they would like to elect
- The nominations are screened for behavioural and academic records
- A list of Nominees is published
- Felicitations are then conducted. The class representative felicitations are conducted within the class. The Grade 8 felicitations are conducted during the Middle School Assembly. The Grade 11 felicitations are conducted after school in front of the entire senior school
- Voting is conducted for the Middle School Years in Aryabhat as soon as the felicitations for each Grade are completed. Grade 11 Voting is held at the Amphitheatre after the felicitations are completed
- The Counting of Votes is done by the Student Council and the Staff in charge.
- The Teachers only have the power to decide what posts the elected students hold. The Student Council is solely a student - run body.
- There is an Investiture Ceremony for inducting the members of the Student Council

HOUSE SYSTEM

The school is divided into four houses, Air, Water, Fire and Earth. The houses are the focus of many of the important educational activities which take place outside the classroom. They exist to promote a spirit of friendly rivalry and healthy competition in sporting and cultural activities. They also help us to promote a feeling of belonging to members of the school from different grades. Each house has a teacher coordinator, a house captain and a vice-captain.

TUTORIAL SYSTEM

Pathways, has developed a tutorial system that provides each student with a caring adult to guide them. Highly dedicated and experienced teachers, sensitive to the needs and problems of young people, are appointed as Form Tutors. Each Form Tutor has a group of around twelve students in his/her care.

The Form Tutor is the basis of academic and pastoral care and is responsible for the welfare, personal development and discipline of his/her tutee. S/he is the first line of reference if a student has a problem or is under - achieving. Form Tutors will regularly liaise with parents to discuss progress, problems and successes of individual students. We hope the parents will reciprocate and address their concerns, on the first instance, to the Form Tutors.

RULES AND REGULATIONS

ATTENDANCE POLICY

Students are expected to be present in school on all working days as per the dates given each year in the school calendar. It is also mandatory to attend all classes and activities laid out in each student's daily time table.

The PWS school calendar factors in generous school holidays and Parents are requested not to ask for additional leave for their children. Because the holidays are generous no student can risk their attendance in school or in class to fall below 90%. Should this happen, the student's promotion to the next class or even getting the IB Diploma could be jeopardised.

Should leave be required because of sickness of one or two days a letter should be sent to the appropriate Academic Principal on the return of the student to school. For longer absences please notify the student's Form Tutor well in time and furnish a doctor's certificate with a note to the Academic Principal on the student's return. Boarders should also notify The Residence Coordinator. Leave for any other reason needs to be applied for in writing to The School Director in advance. The School Director may or may not grant such leave.

POLICY ON ACADEMIC HONESTY

The main objective of the policy on academic honesty at Pathways World School is to create an intellectual climate in which sanctions and procedures which accompany academic dishonesty become superfluous.

Offences against Academic Honesty - Academic dishonesty are acts which result or may result in an individual gaining unfair advantage. The following is a list of such behaviour but is by no means exhaustive.

- i Plagiarism: offering the words, ideas, works or arguments of another person (in whole or part) as one's own. This includes works of art whether music, film, dance, theatre arts or visual arts.
- ii Copying from another student or making information available to another student during a test or examination.
- iii Fabricating or falsifying research data
- iv Submitting the same piece of work for more than one course (this is strictly forbidden by the IB)
- v Communicating with another student during examinations

- vi Bringing into the examination room materials which are not permitted
- vii Interfering in the scholastic work of another student, for example, by stealing laboratory reports, computer files and library materials
- viii Altering grades awarded by a teacher
- ix Stealing examination papers
- x Using an unauthorized calculator during a test or an examination
- xi Impersonating another student

TEACHER'S RESPONSIBILITY - Teachers at Pathways are trained to encourage good academic honesty among students. The following are some of the measures that are adopted:

- Provide advice to students when necessary so that students have a clear idea of what constitutes plagiarism in the various subjects
- Ensure that the words, ideas, works from sources are acknowledged appropriately (Pathways has adopted the Harvard System of referencing)
- Be vigilant enough to spot inexplicable changes in the style and quality of student work.
- Question students on written work, especially in the extended essay, in order to determine whether it really is that of the student
- Use a search engine whenever possible to detect plagiarized work
- Authenticate student work whenever required. The IB expects" each teacher to confirm that, to the best of his or her knowledge, all candidates' work accepted or submitted for assessment is the authentic work of each candidate"
- Distinguish between collaboration and collusion to prevent allegations of collusion against students
- Be familiar with the IB publication "Academic honesty: guide for schools" Cooperate in the investigation of suspended cases of malpractice
- Write a statement on any report of malpractice to be submitted to the IB. The IB provides guidelines on what should be included in this statement.
- Not leave candidates unsupervised during examinations

- Not disclose the contents of an examination paper within 24 hours after the examination has been conducted
- Not start an examination before the scheduled time
- Not provide undue assistance to a candidate in components that contribute to the assessment requirement of the IB programme. Guidelines on this are provided in the various subject guides and teacher support material published by the IB.

STUDENT RESPONSIBILITY - Ultimately it is the student's responsibility to ensure the integrity of all work and to understand what constitutes an offence against academic honesty. Students are strongly advised to abide by the following guidelines:

1. Acknowledge all sources (e.g. books, journals internet sites, CD-Rom, magazines, photographs etc.) using the Harvard Style when writing assignments
2. Use footnotes and endnotes to acknowledge the source of an idea that emerged from a discussion with another person
3. Paraphrased ideas of another person should also be acknowledged
4. When recording references ensure that you do it precisely so that you are not required additional work before submission
5. As far as possible work independently with the support of the subject teacher
6. When collaboration with other students is required or encouraged by teachers ensure that the final work is produced independently
7. Do not attempt to submit a similar piece of work for different assessment components of your IB programme (e.g. your internal assessment and the extended essay)
8. Listen and follow all instructions given before an examination.

SANCTIONS FOR ACADEMIC DISHONESTY

Sanctions against academic dishonesty may range from warning to dismissal depending on the seriousness of the offence. The penalties may include one or more of the following:

- i The offence may be recorded on the infraction record form, a copy of which is placed in the student's file
- ii A warning letter may be issued, a copy of which is placed in the student's file

- iii No assessment grade in that piece of work or examination
- iv Suspension from regular lessons
- v Being placed on probation for one or more semesters
- vi Dismissal from the school
- vii If a teacher or the IB Coordinator has reason to believe that a piece of work to be submitted to the IB is not authentic, that work will not be accepted. This will result in no grade being awarded for the subject.

REFERENCING & BIBLIOGRAPHY

The following guidelines are based on the Harvard Style which uses the author-date format. Generally, when using this style a citation in your paper requires only the name of the author or authors and the year of publication e.g.

“In a study “(Thompson 1998)

Alternatively, the author’s surname may be integrated into the text, followed immediately by the year of publication in parenthesis e.g.

“In a study by Thompson (1998) the administrative style of a school.....”

At the end of the text the references should be listed in alphabetical order by author’s name and then by date. Whenever possible details should be taken from the title page of a publication and not from the front cover, which may be different. The following is reference to a chapter taken from a book.

Thompson. J. J. 1998. ‘Towards a model for international education’, in M. C. Hayden and J. J. Thompson (eds.) International Education, Principles and Practice, p. 276-90, London: Konan Page.

Apart from printed documents such as books and journals information is also available in electronic form via a computer, on the internet, CD-ROM, microform, film, television or radio. These sources must also be cited. The following is an example of a website:

Bournemouth University Library 2004, Guide to citing Internet sources (online) Bournemouth University, UK. Available: http://www.bournemouth.ac.uk/library/using/guide_to_citing_interest_sourc.html (viewed 19 November)

It will be our endeavour to ensure that academic honesty remains an integral part of the learning process at PWS.

SPORTS: CODE OF CONDUCT

Sports are played at PWS for enjoyment, relaxation and exercise. Friendly competition is regarded as a positive aid to students' educational development and to the formation of their sense of self-worth. Every student and every member of staff who appears in a sports competition for PWS is an ambassador for the school.

Players or participants should always:

- Be on time
- Dress appropriately and tidily
- Greet opponents in a friendly manner before a competition and thank both, the opponents and the umpire/referee afterwards
- Play team sports in a team spirit and to the best of their ability
- Encourage team mates
- Allow the Captain to represent the team
- Win and lose in a sporting manner

Players or participants should never:

- query the referee's decision even when s/he is wrong
- show temper or other negative emotion

INFORMATION TECHNOLOGY AND USE OF INTERNET POLICY

Students are encouraged to make the best use of the Technological facilities provided by the school for educational purposes. All students and their parents ARE EXPECTED TO sign an undertaking that the students should use the systems responsibly and according to the laws of the Government of India. In particular, students will not attempt to enter any areas of the system, or interfere with any of the areas of the system to which they have not been authorised.

Students should not visit or download material from unsuitable sites or pass such material to other students. Students should not bring in any form of material for use on computers that, in the view of the school, is unsuitable or objectionable. The school reserves the right to monitor the use of computers by its students within its network by any reasonable means and should students be found misusing the system, sanctions may range from confiscation of Laptops and access being denied to the system to continuity in the school, depending on the gravity of the offence.

Copies of all the above policies have to be signed by the student and his or her parent declaring that they have read and understood the policy.

RULES FOR STUDENT CONDUCT

The School aims to support parents in the tasks of fostering the growth of sound values and self-discipline in every student and of achieving acceptable norms of behaviour. The aim of pastoral care is to ensure as far as possible that students are equipped with the values and information necessary for living in an increasingly complicated and international society. We believe that the most effective forms of discipline are example, consistently high expectation and a firm insistence on good behaviour.

Regular formative guidance is given in class and Assembly on such matters as tobacco, alcohol and substance abuse. The essential rule for conduct at PWS is BEHAVE SENSIBLY. Any matter not dealt with in this list falls under this rule. If any student finds it difficult to judge what is sensible, any faculty member will be pleased to help.

Courtesy: All members of the PWS community are expected to be respectful and courteous. Physical or verbal bullying is not a part of the school culture or ethos. Visitors must be approached, welcomed and assisted. We should all greet each other when we meet. Students are expected to respect the instructions of members of staff.

Private Study: IB Students (Grades 11 and 12) may study quietly in assigned areas during non-instruction time, and it should be noted that these times are for study, not recreation.

Movement about the school should be brisk, quiet and orderly, keeping to the right.

Break and Lunch times: Students are expected to be in stipulated locations except by faculty permission. For safety reasons students must queue in an orderly manner. Litter must be placed in the receptacles provided and everyone is encouraged to be extremely conscious of a clean environment.

Theft: We are one big family and need to live in an atmosphere of total trust. If a member of the PWS community is found guilty of theft or pilferage, the sanctions could be extremely severe and may even involve the civil authorities.

Cars or motorcycles: Senior students who have reached the legal age to drive a car or motor cycle require permission from the School Director if they plan to use it as a means of self driven transport to the school. The school would need to review every request independently and reserve the right to deny approval during the student's remaining tenure in school.

Substance Abuse: Substance abuse is considered the gravest of offences and will exact immediate and severest of sanctions. PWS believes in healthy personal habits and a clean living environment. Please note that; Possession of Smoking items or tobacco; Drinking Alcohol or the possession of alcoholic beverages; Possession or Consumption of Drugs or other substances the school feels are harmful or dangerous to one's health and safety or affect the well - being of other members of the community - all come under the purview of extreme sanctions. These rules are applicable on campus, as well as outside, for your entire tenure as a PWS student. Remember these regulations are for your own well-being and good health.

Dress Code: In Pathways World School, we have a practical and comfortable approach towards school uniforms. As per the school's philosophy, we consider uniforms an essential component for fostering togetherness and harmony amongst the student community, but this has been adapted to the student's need and comfort.

Personal Appearance: Neat Clothing and grooming and appearance are a part of personal well- being. The hair must be neat and tidy. When not in uniform, variations in style are permissible within the limits of good taste and reason and stipulated norms. Hair styles should not be bizarre or coloured (i.e. blue, green, yellow, pink etc). Small streaks would require prior approval from the SMT. Spaghetti straps and short revealing shirts are not permitted. Those with long hair must have it neatly tied back during school hours. Boys' hair should be neatly cut and not touch the collar. Finger nails must be neatly cut and clean. Only girls in Grades 9-12 may wear pale coloured nail polish. Girls may wear small neat earrings. Bangles and rings should not be worn during school hours. No body piercing is allowed. Boys are not permitted to wear earrings or any body piercing. Hair Gel is not permitted.

Punctuality: Students are expected to be punctual for all lessons and activities as well as assignments. The initial delays will be dealt with as appropriate by the subject teacher with a note to the tutor. Repeated delays will result in detentions arranged by the Form Tutor. Regular offenders face severe sanctions by the Senior Management Team. All such incidents will be recorded by the Tutor on 'Veracross' for the benefit of confidential reviewing by the relevant Parents and Residence Parents.

Classes: Students are expected to attend all classes and activities for which they are time - tabled. Deliberately missing lessons and activities will not be condoned. The subject teacher or activity leader will handle the first offence and repeated offences will be reported to the Principal and the student could face sanctions like loosing the weekend Exeat or be kept in late on Friday, if a Day Boarder. Parents will be informed in advance via the Form Tutor. A Principal's warning letter will be placed in the student's file. Students who repeatedly miss lessons could face extreme sanctions.

PDA (public display of affection): We are an International School in India and are sensitive to the Indian cultural ethos on this issue. Therefore, any public display of intimacy is not allowed. This includes all forms of physical closeness.

Tuck Box of 12x12x12 inches with a lockable lid will be allowed in the Student-Residence to keep tuck. A duplicate key must be left with the Residence Parents. Only dry vegetarian tuck is permitted.

Littering: We have a green, beautiful and well-maintained campus and littering is not appreciated. Bins for litter are strategically placed. Please use them.

This is your school. Please respect it & protect it .For wilful breakage and damage to school property, a fine will be imposed on the errant student. If an individual is not identified, then the same could be charged to the entire group of the pupils involved. The fine shall comprise replacement cost of equal value plus the administrative charge. However, in cases of accidental breakages, only the replacement cost of the article will be charged. The Residence Coordinator & Head of Pastoral Care will be the arbitrator in cases of breakage within the Student Residences and overall Campus respectively, whereas the respective Principals will be the arbitrators in case of breakages in the academic blocks.

Possessions: All clothing and personal possessions must be clearly labelled with the students roll number - This will be supervised by Residence Parents for Boarders and Form Tutors for Day- Boarders. It is the student's responsibility to look after his/her possessions. Valuables, including pocket money, laptops, pens, calculators and school bags must not be left unattended either in the classrooms or elsewhere. Prohibited articles must not be brought to school. Possession of any of them could invite sanctions and for more serious offences, could lead to extreme action being taken by the school. The School cannot take responsibility of items unattended. Lockers are provided to the students and must be used judiciously.

LIST OF PROHIBITED ITEMS:

- Toy or replica guns or any kinds of actual weapons
- Knives
- Sling Shot
- Pets
- Chewing gums
- Valuables ex: cash, jewellery etc.
- Alcoholic beverages
- Cigarettes/Tobacco
- Fireworks
- 'Holi' colours/ Water Balloons
- Drugs
- Pornographic Material
- Match boxes / lighters / agarbatti (josticks) / any material which could be a health or fire hazard
- Any other objectionable material

Weekly Boarders are allowed to go home on Fridays at 1700 hrs, unless held back for extra / remedial classes at any teacher's discretion OR if Saturday is designated as a working day. Other Saturday activities are optional for Weekly Boarders.

First Prep will be held in the Academic Block for students. IGCSE & IB students may be permitted to study in the Student Residence after getting approval from the relevant personnel supervising. Second Prep will be held in the Residences which will be supervised by Residence Parents and Asst. Residence Parents.

Any student not observing prep discipline will be cautioned. Repeated misdemeanour may result in the denial of the exeat pass for the weekend during which time the student will have to do extra prep.

LIBRARY RULES should be strictly followed at all times. There should be 'Total Silence' (no talking or whispering) when in the library. Universally, libraries are a zone of silence to facilitate concentration and undisturbed learning.

Chewing Gum is strictly prohibited on campus.

Leaving Campus: For reasons of their own security, students must never leave the campus/or a sports venue /CAS Venue without the permission of the Principal or the faculty member in charge.

Day Boarders are not supposed to visit the Student Residences. In case of pressing need they will have to seek the permission of the concerned Residence Parents. If any Day Boarder is found inside the Residence without proper authorization, he/she would automatically invite various sanctions.

Meals: Attendance at all meals is compulsory. All meals are vegetarian.

Use of Inappropriate Language: Language is a very important and sensitive means of communication and all members of the Pathways Community are expected to show due respect and sensitivity in using appropriate language.

EVENING GAMES

All evening activities are an integral part of boarding school life and are compulsory for all boarders. No student who is expected at an activity may remain in the Student Residence unless permitted. Missing an activity for medical reasons would require formal permission from The Residence Parent and the Medical Staff.

Residence Parents will ensure that the activity in-charges are aware of such cases. Everybody else should be on the field for sports, exercises or activities. The programme will be made by the Activities Coordination Team and will have seasonal variations and students will get a chance to select. The Residence Coordinator should be informed in both the above cases.

BUS RULES: Students are expected to follow all the school rules whilst travelling on the school transport. In particular,

- Remain seated throughout the journey
- Extend proper courtesy to bus staff and passers by
- Refrain from vandalising the buses.

(See additional information under School Transport page)

Any infraction can lead to the student being asked to stop using the transport.

OUT OF BOUNDS: In the interest of students safety certain areas of the campus are out of bounds to students, unless accompanied by a teacher:

1. The pool, the PE store and apparatus room when a teacher is not present.
2. Teaching & other staff residences and gardens except by specific invitation.
3. The Student Residences during class hours except by special permission.
4. Student Residences, other than student's own.
5. Girls residences for boys and vice-versa except with specific permission of the Residence Coordinator and the supervision of the House Parent
6. From dinner time onwards the area beyond the staircase leading to Nalanda on one side and beyond the Student Centre on the other. At the stipulated hour, boarders will return to the residences.
7. The maintenance department, kitchens and store rooms.
8. The school campus for Day Scholars on weekends and evenings when not involved in school activities.
9. The school campus for Boarders and Day Boarders during vacations except with permission of a member of the faculty.
10. School Laundry
11. All Service areas
12. Administrative Building except on official work.

DISCIPLINE, SUPPORT MEASURES AND SANCTIONS

The School strongly believes in each individual developing a personal self-discipline approach befitting the individual's personal values and judgement. Punishment and sanctions are not necessarily a first resort. We believe in a constructive and remedial approach for misdemeanours as a part of our learning ethos. However, it is important for each student to develop strong personal discretionary values befitting the personal well-being as well as that of the whole community and it is in failing to respect and appreciate these that sanctions are implemented.

Counselling: Students with personal values judgement or academic problems would be first counselled by any of the following:

- Peer Counsellors
- Adult friends
- Professional Counsellors

All these will be recorded and kept in strict confidence and in case the problem does not get resolved, it will go to the Head of the Pastoral Care and/ or relevant Principals.

Matters of serious breach of discipline which may lead to severe sanctions or extreme sanctions will be referred to the Disciplinary Committee consisting of the Principal concerned, Residence Coordinator , Form Tutor and to be convened by the Head of Pastoral Care.

The Committee may be reconstituted from time to time and shall refer its decision to the School Director and School Board for action.

CORPORAL PUNISHMENT, formal or informal, is not used under any circumstances.

RULES FOR SCHOOL TRANSPORT

The school operated its own buses on specific routes, depending on the number of students on the route. While we try our utmost, it may not always be possible to drop students at their doorstep or to accommodate requests for changes. Once a route has been finalised no changes/diversions will be entertained, and parents are requested to co-operate. This will ensure your child's safety.

In case of a change in route or destination, please inform the school transport authorities in writing in advance to facilitate efficient planning. Drivers are not authorised or permitted to take these decisions. The mobile phones given to drivers are for their emergency use only and they are not permitted to use them while driving, so please avoid calling them directly.

Please ensure that your children and you understand the transport rules and that you encourage your child to follow them to enable the smooth running and safety of the transport system.

DOs

- Please be at your designated stop a few minutes early. This enables the vehicle to reach school on time. The vehicle will not wait at the stop after the specified time.
- Find a seat and sit down immediately after boarding the transport.
- Remain in your seat for the entire journey.

- Be courteous to the staff on the bus and follow instructions.
- Remember that you represent your school and treat all passers by and those in other vehicles with respect.
- When disembarking from the vehicle, ensure that you are carrying all your belongings and look out carefully for the road traffic
- Behave in a sensible manner whilst travelling in the school transport; do not disturb others, especially the driver. Inappropriate behaviour can cause accidents.
- If you face a problem regarding the transport, please contact the staff in the vehicle.

DON'Ts

- Try to board or get down from a moving vehicle; it may result in an accident
- Talk to the driver in the moving vehicle; it may cause an accident
- Try to open the door or stand while the vehicle is moving
- Throw garbage in the vehicle or out of the window. Do not stick chewing gum in any part of the vehicle
- Do not damage or vandalise the vehicle in any way. This includes breakages, damaging the seats, graffiti or misusing the equipment provided
- Stand on the seats

Any damage caused to the vehicle will be charged to the person responsible or when not owned up divided equally amongst passengers. This is your transport and for your comfort. Take care of it.

DROPPING OFF AND PICKING UP STUDENTS: In the interests of their safety, please do not bring Day Boarding students to school before 0800 hrs. Students who do not have an extra-curricular activity should be picked up at the end of the day's classes. Students who do have an extra-curricular activity should be picked up not later than the scheduled end of the activity. Boarders going on Exeats need to follow the relevant guidelines in place for leaving the Boarding. No student will be allowed to leave the campus without an Exeat slip and the family exeat card. Students being met off the school transport will only be handed over to someone with the updated family Exeat card.

RULES WHEN OFF CAMPUS

All rules applicable on campus are applicable when students are off campus. PWS students are ambassadors of the school and are expected to always behave in a manner that is appropriate and reflects the school's ethos and vision.

LIFE AT PATHWAYS

TYPES OF RESIDENCE

Students may be admitted as Term Boarders, Weekly Boarders or Day Boarders

TERM BOARDERS

Term Boarders will usually be resident in school during all weekends and participate in a comprehensive school weekend programme. Term Boarders may go out at weekends (normally once a month) with their local guardians or others (other student's parents or local guardians) only if the school is satisfied that they have their parent's permission in writing and that the host is fully aware of the responsibility of hosting the student.

WEEKLY BOARDERS

Weekly boarders will normally be resident in school from Monday morning through Friday evening unless there are programmes scheduled for them over the weekend.

DAY BOARDERS

Day Boarders come to school daily from home.

STUDENT RESIDENCE

The Functioning of the Residence facility is under the overall direction of the Residence Coordinator. Every Resident student is allocated to a study-bedroom in a single - gender house supervised by Residence Parents, they are supported by the Tutors. Study - bedrooms are shared between two students in the same year group and may be personalised with suitable pictures, posters and photographs. Each house has a recreational room with television, stereo sound system, and DVD/VCD equipment. The school provides all bed linen and blankets.

BEFORE YOU ARRIVE

Do not bring more than a single suitcase but decide carefully what you will put in it! Haryana enjoys a warm dry climate most of the year though there is usually a pleasant breeze on campus. It can be cold and misty in December and January. The monsoon season during July and August is unpredictable with rains ranging from light to torrential. Most of the years we tend to wear lightweight cotton or natural fibre clothing but students will be glad to wear a sweater or sweat shirt from time to time during the winter months. Most

students when in casual clothing wear jeans, shorts, tracksuits, pants, t-shirts and skirts. It is advisable to bring smart clothes for special functions such as formal dinners, plays, dances or theatre trips. Footwear can include training shoes, sneakers or open sandals. The school shop offers a supply of toiletries and school supplies. There are shopping trips arranged to Gurgaon or New Delhi from time to time where there is a wider range of brands available.

ELECTRIC POWER

The school power supply is set at 230v AC. Please ensure that any appliance is set for that voltage. All electrical sockets are three pin. We have our own generating system, which supplies power to the school community during power cuts. Please check with the school first should you have any concern regarding the suitability of electrical equipment.

SECURITY

The security of the school is in the hands of a security service which runs a 24 hours shift system. For everyone's safety, the boundaries are patrolled regularly and all the external gates manned. Each building inside the campus has its own security guard who regulates exit and entry.

Entry and exit of students is governed by the Exeat policy. All visitors first need to register with the Reception and obtain a visitors pass before proceeding further. All students and staff members wear ID cards for identification. We are confident that you will appreciate these security measures taken and respect them.

STUDENT RESIDENCE POLICIES

POCKET MONEY

Term Boarders are issued Rs. 200/- per week each for pocket money. A school account is activated at the beginning of each term and the monies disbursed by the Accountant to the student. Please note that we do not encourage students to carry large sums of money. Such monies must be deposited with Residence Staff for safekeeping.

Weekly Boarders can bring Rs. 200/- with them from home after each weekend.

LAUNDRY

- An outsourced laundry service is provided within the School. Clothes taken for laundry service are returned within a 24 hour timeframe.
- Residence Parents ensure that each student gives clothes for laundry service according to the laundry rules.

- Students take their laundry to the designated place for collection by 07:30 hrs. and pick up their laundry by 19:30 hrs, i.e. before dinner .
- All clothing and personal articles must be clearly marked with the students roll number. Any clothing or article not previously labelled will be discreetly marked by the school for identification purposes. Identification tags are provided by the school.
- While great care is taken during the washing process, students are requested not to put any items that are delicate or not colour fast into the laundry.
- Bed sheets will be given to the laundry once in 5 days i.e. 6 times a month. Possible dates could be 5th, 10th, 15th, 20th, 25th, and 30th of every month.
- Towels are given twice a week.
- School uniform / sports uniform are given daily.
- Casual clothes - one set per day for washing. Dry cleaning of casual clothes will not be the responsibility of the school.
- Undergarments: one to two sets every day for washing.
- Although every effort is made by the school laundry service to provide good service, the school cannot be held liable for damage to any garment etc.

MOBILE PHONES

Residence students are allowed to carry Mobile phones with them to contact their parents. These phones should be simple/base models. Camera phones are not allowed. Students may use these phones in the evening only for half an hour a day depending on the mobile routine. Reasonable exceptions are made for overseas students whose families live in different time zones. Mobile phones other than the stipulated ones and those used outside permitted times may be confiscated. The mobile phones are kept with the Residence Parents. Day Boarders are not allowed to carry mobile phones with them.

The school has an extensive network of landlines and fixed cellular services which can be accessed by Parents and students and therefore, it is not essential for any student to carry a personal mobile phone during school hours.

PREP

Prep (quiet supervised homework and study time) is an essential part of good school education and is mandatory for all Resident Students. They are required

to work quietly in designated areas. Teaching Staff are available for support. The school will schedule the timings and the designated areas as per the need. Parents of Day Boarders are strongly encouraged to provide a similar ambience at home for the betterment of good and regular learning.

VISITORS

Visitors are most welcome at the school. Please notify the Administrator's Office by telephone or in writing prior to the visit. Visitors are not allowed during academic school time or prep time. Recommended times for visits are 16:30-18:00 Monday to Friday; 13:00-18:00 Saturday and 09:30-18:00 Sunday. For the reasons of safety, guardians, relatives or friends of students are not permitted to visit a student unless they have a letter of authorisation from the parent, together with a photograph of the visitor duly signed by the parent and submitted to the school. Unless authorised, visitors are not permitted beyond Chanakya (Administration Building). Visitors permitted to the Student Residences are not permitted beyond the reception area of the Student Residence. Please remember that students in residence could be busy during these times with various school activities which would take priority over the visit and you may have to wait till the student is free.

WEEKEND EXEATS

The first weekend of every semester is a mandatory Non-Exeat weekend for both Term and Weekly Boarders. This is to enable students to settle back into school life after an extended holiday and for new students to settle into school.

Weekly Boarders may leave on Friday evening at a designated time as decided by the School Director unless Saturday is a designated working Saturday in which case they may leave after classes are over on Saturday. All Weekly Boarders are expected to return to the Residence by 18:30 hrs. every Sunday. Any exception to this will require prior approval of the Residence Coordinator and School Director. Failure to do so could result in cancellation of Exeat for the next weekend. Weekly boarders wishing to stay in school over the weekend need to have informed the Residence Coordinator by midnight of the previous Tuesday. The Parent or Guardian must send a fax or email in this regard to the Residence Coordinator.

For Term boarders who want to go out for the weekend, Parents must request this by midnight on the previous Tuesday by email or fax saying where the student will be going and who will be responsible for him or her. It is advisable that parents allowing students to visit with friends contact the friend's parents directly before requesting the visit to make sure that the students will be under proper supervision.

The school does not provide any transport service for such Exeats; parents and guardians need to arrange for their wards to be picked up from school.

UNIFORM AND CLOTHING

SCHOOL UNIFORM

The school uniform is to be worn with dignity and formality as a visible reflection of the pride the student takes in belonging to Pathways World School. The school uniform binds the student community through a shared dress code.

Grades 2 to 8

Formal uniform consists of a full sleeved blue shirt, tan skirts/trousers in middle school , and/or shorts in Primary school. A school belt and tan school socks along with black shoes complete the uniform in summer. A school tie, a school sweater and/or a school blazer are added in winter.

This uniform is worn on Tuesdays and for all formal and ceremonial occasions as well as when representing the school at inter school forums and other off campus occasions.

Sports Uniform consists of a house coloured ‘T’ shirt, shorts/track pants, socks and neutral coloured sports shoes. In winter the summer track apparel is replaced by a fleece track suit and a school sweater is added.

This uniform is worn on all days of the week except Tuesdays.

Grades 9 to 12

Formal uniform is worn on all days and the sports uniform during sports activity

UNIFORM LIST

	Grades 2-8	Grades 9-12
House ‘T’ Shirt	4	2
School shorts / pants	4	2
Sports socks	2 to 6 pairs	2 pairs
Sports shoes	1 pair	1 pair
Track suit	2 sets	2 sets
Track pants	4 (optional)	2 (optional)
Light Blue Full Sleeved Shirt	2	4
School Trouser / Skirt	2	4
Socks	2 pairs	6 pairs
Tie	1	1
Black formal Shoes	1 pair	1 pair
Blazer	1	1
Sweater (full / Half sleeve)	1	1

The Residence Parents will check the clothing list of the students and in case of deficient numbers will have it arranged for the students from the Uniform Shop.

Please ensure that all items are clearly marked and note that the school will not be held accountable for the loss or breakage of personal belongings. The school will provide the personal clothes tags for identification.

ADDITIONAL CLOTHING FOR BOARDERS

Please refer to the current list for precise details of school uniform. In addition, the following list of casual clothing is recommended for boarders. Most of it is also relevant to day students:

Girls

Skirts	(3 pairs)
Casual trousers or Jeans	(3 pairs)
T- shirt/blouse	(6)
Socks	(5 pairs)
Sweater or cardigan	(1)
Lightweight waterproof jacket	(1)
Outfit for formal wear	(1)
Nightgown or pyjamas	(2)
Bathrobe	(1)
Trainers or casual shoes	(2 pairs)
Undergarments	
Bath towels	(2 sets)
Umbrella for wet weather	
Hat for hot weather	
Walking boots	
Open sandals	

Boys

Shorts	(3 pairs)
Casual Trousers	(3 pairs)
Tee shirt	(6)
Socks	(5 pairs)
Pullover or sweater	(1)
Lightweight waterproof jacket	(1)
Outfit for formal dress	(1)
Pyjamas	(2 pairs)
Bathrobe	(1)
Tie other than school tie is optional	
Underwear	
Trainers or casual shoes	(2 pairs)

Bath towels (2 sets)
Umbrella for wet weather
Hat for hot weather
Trainers or casual shoes
Open Sandal

Useful Items

Tennis racquet	Coat hangers
Badminton racquet	Torch/flashlight with batteries.
Table tennis bat	Small chain to attach locker key
Musical instrument	Alarm clock.
Videotapes	Water bottle
Padlock with key	Computer diskettes
Board games, playing cards.	Shoe-cleaning kit.
Mosquito Repellent.	Sunscreen.
Camera and film	Small backpack for outings.
Favourite CDs or Tapes.	
Address book, writing materials.	
A selection of good books for recreational reading.	
Mug/Water bottle	

IDENTITY CARDS

Every student will be issued two Identity Cards. One is the Student Identity Card and the other is the Exeat Card. It is mandatory for every Resident Student to wear the Identity Card when he is out of his Residence Room and for every Day Scholar whilst on campus or in the school transport. The Exeat Card will remain with the parents.

For reasons of safety, students leaving the campus or being met at the bus stop will only be permitted to go with the person showing the updated exeat card.

Students and Parents are requested to take good care of these cards as they are an important part of the school security systems. Loss of a card must be reported immediately to the Form Tutor or Residence Parent. A new card will be issued and charged for accordingly. We hope that everyone will take good care of their cards and this will rarely happen.

Parents are advised not to leave Exeat Cards with the students. It leads to security concerns. If an exeat card is found in the possession of the students, we will have no option but to confiscate it to avoid misuse. A new one will have to be issued to the parents/guardians on a chargeable basis. In the interim the student will not be granted an exeat.

The Identity Cards also function as Library Cards.

CAMPUS LIFE

CATERING AND REFECTORY

The responsibility for providing catering services to PWS is contracted out to reputed catering services with extreme quality consciousness. The Kitchens at PWS are of the highest standards and well equipped. They prepare three full meals a day as well as morning snacks, afternoon tea and evening refreshment. The menus are varied and offer a mix of several cuisines.

Please indicate any particular dietary needs to the Residence Coordinator prior to coming to school. Requests for changes to meal times for religious festivals such as 'Ramadan'/'Navratras' should also be addressed to the Residence Coordinator well in advance of the event. All meals are wholesome, balanced and vegetarian. All meals are supervised by the Residence Staff and Faculty. Students are expected to be present for all meals. In the interest of health and safety, we do not allow food, drink or the eating of meals in the Residences.

TUCK

- Students are permitted to keep limited tuck with them in the Residence rooms in their personal tuck boxes as advised by the school.
- Only dry tuck which is vegetarian in nature and does not have a sharp pungent smell is permitted. This includes chocolates, chips, cookies, fruit cakes, home made dry sweets and condiments. Maggie, YY and any other makes of noodles are not allowed.
- In the event of non compliance Residence Parents are likely to confiscate the non permissible tuck and have it routed to the needy children of the community service programme through the CAS in charge.

The Campus Shop is stocked with toiletries and other items and also supplies a selection of sweets, biscuits, cold drinks and ice cream.

The Student Centre also houses a Grooming Centre, Uniform Shop and a Stationery Shop.

HEALTH SERVICES

The school has a well - equipped fifteen bed infirmary plus two isolation beds attached to the Student Residences with a Resident Doctor and Nursing Staff on duty at all times. Treatment for minor illnesses and first aid is given immediately at the infirmary. The School has both male and female Resident Doctors.

The school has a fully equipped ambulance and an arrangement with 'Full Scale Super Speciality Hospital' in Gurgaon. In cases of emergency the patient can reach the hospital in 30 minutes. A reasonable fee is charged for the ambulance service. Regular medical checkups are given to the students and their records include height, weight, information and the results of periodic eye, ear and dental checkups. Parents are expected to fill in a comprehensive Medical Form before admission and to submit a further completed form at the beginning of each academic year. These forms the base of each student's medical record, therefore it is important that it is regularly updated. First aid kits are provided on all school transport and for groups going out on trips.

We require detailed instructions from parents on how to deal with any special medical problems e.g. diabetes, asthma or allergies. We request that students receiving transient or long term medical treatment discuss this with the School Doctor prior to starting school and that the appropriate information be documented on the medical form. Students returning to school after absence, including vacation, must provide details of any illness or accident. In the event of a medical emergency we shall make all efforts to contact the parents/guardians immediately.

EMERGENCY PROCEDURES

Any person who becomes aware of a fire or any other emergency must immediately inform the Administrator who will take necessary action.

The alarm signal is a continuous ringing of the school bell (or hand bell in the event of a power failure). On hearing this signal teachers will immediately:

- instruct students to close all windows and line up in silence outside the room
- close the classroom door
- follow the emergency drill procedures and escort the class to the assembly point

After collecting the register from the Administrator's Personal Assistant each Form Tutor will register his/her tutor group and report any unexplained absences to the Administrator. If practically possible, checks will be made by the following, who will report to the Administrator:

- The Heads of Section will check their respective buildings
- The Residence Parents will check their Residences.
- The Residence Coordinator will check the Hall/ Refectory/ Kitchen areas.
- The Plant Manager will check the workshops and other work areas.
- The Librarians will check the Library-Media Centre

After all checks have been made the Administrator will give permission for students and staff to return to the normal programme.

Pathways is an International Life Support Training Centre and with the passage of time an increasing member of personnel from various aspects of life will have received certified training.

COMMUNICATION

A PERSONAL MESSAGE FROM THE SCHOOL DIRECTOR AND SENIOR MANAGEMENT TEAM (SMT)

It will always be our aim to communicate clearly and effectively with you. Communication is a bipolar process so please also work at it too. If you do not receive the information you need, please ask. Do not hesitate to give us your ideas about the development of the school or in sharing views.

CONTACTING PWS FROM OUTSIDE

The various offices are open from 0900hrs until 1630hrs from Monday to Saturday. Before and after those times the answering machines are in operation, but it will always be our endeavour to respond as quickly as possible. The fax machine is always switched on. Please consult the published list of school email addresses, telephone and fax numbers.

As a general rule for information regarding your ward the first point of contact should be the Form Tutor during school hours. If you require information after school hours, please contact the Residence Parent. Academic Principals and the Head of Pastoral Care can also be contacted during school hours. General information and arrangements for appointments should be made through the relevant Principal's office. The School Director should be contacted for requests for leave of absence or any confidential issues.

TELEPHONING FROM THE CAMPUS

Students are able to make and receive telephone calls from school. Every boarder whose family lives outside the Delhi area will have a phone account operated by the School Accountant and the Residence Staff. Monies for this account have to be deposited by the parent/guardian at the beginning of each term. In addition parents may supply students with a mobile phone to be used according to the rules described elsewhere in this handbook. Please remember that the use of mobile phones is permitted only within restricted timings, and, as a rule, never during school hours.

NEWS LETTERS

Newsletters are issued periodically by email. The Newsletter is the main channel of communication between school and home and it is immensely important. We shall try as far as possible to ensure that all general messages to parents are included in the Newsletter so we can minimise the number of separate communications. Parents who wish communications to be made by ordinary mail should inform the office accordingly with the correct mailing address. Please remember to keep the school informed in writing if you change your email address, postal address, telephone or mobile numbers.

THE ANNUAL CALENDAR

The Annual Calendar will be issued at the beginning of each academic year. It has details of most of the events scheduled to take place during the year. Schools are dynamic places and changes and additions will happen, so please update your copy as soon as the new information reaches you. We will try to and make it as comprehensive as possible.

INTERACTION WITH TEACHERS

Parents are welcome to ‘drop in’ casually at the end of the day but should be aware that most teachers will be occupied with co - curricular activities until 17:00 hours and will not be able to meet them before that. It is often more appropriate to make an appointment with the relevant Principal’s Office so that we can find out the necessary information in advance and arrange the meeting with the appropriate colleague (s) or contact the Administrative Office.

