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# **OVERVIEW OF PATHWAYS WORLD SCHOOL**

## **WELCOME AND INTRODUCTION**

We wish you a very cordial welcome to the Parent-Student Handbook of Pathways World School (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:
  - i) Primary Years Programme (PYP)
  - ii) Middle Years Programme (MYP)
  - iii) Diploma Programme (DP)
- ii PWS is a regular member of the European Council of International Schools (ECIS) and the Council of International Schools (CIS).
- iii The school is an authorized centre for the PSAT/SAT Examinations, therefore our students can sit for these examinations on Campus.
- iv We have also been allocated our College Board and UCAS numbers
- v The school is a registered TOEFL Centre and students may sit for this exam on the campus itself
- vi The school holds 'Permanent Recognition' from the Department of Senior Education, Government of Haryana.
- vii Pathways is an International Member of the Round Square Movement.
- viii Pathways is a certified International Centre for the American Safety and Health Institute (ASHI)
- ix The School has recently been awarded with ISO 9001:2008 certification.

## SCHOOL VISION

**Pathways aims to build and nurture a community of thinking**, compassionate world citizens, who are committed to living with responsibility, learning with enthusiasm and **balancing a strong work ethos with a sense of play**.

## SCHOOL MISSION

**It is our mission** to ensure that in a safe, tranquil, stimulating and intellectually challenging environment, all students shall have ample opportunity to:

- **Imbibe** universal values;
- **Identify** and fulfill academic, cultural, sporting and social potential through multiple paths to learning;
- **Acquire** habits of curiosity, reflection, mental flexibility, independence and self-discipline;
- **Attain** skills and attitudes for life in a rapidly changing world;
- **Develop** a respect and concern towards the environment;
- **Maintain** openness and respect in the face of racial, cultural, religious and linguistic diversity.

## **PATHWAYS NON-DISCRIMINATION STATEMENT**

Pathways School is an equal opportunity education institution. It is the policy and commitment of Pathways School to prohibit discrimination on the basis of race, colour, religion, gender, gender identity, national or ethnic origin or other legally protected status in admission of otherwise qualified students. Pathways does not discriminate in administration of its educational policies, admissions policies, scholarship and athletic and other school-administered programs. Similarly, Pathways is committed to a policy of equal employment opportunity. The Institution ensures that all the People Practices uphold this, and does not discriminate against any individual on the basis of race, colour, national origin, age, marital status, gender, sexual orientation, gender identity or expressions, disability, religion, height, weight, except as allowed by the law and/or need for the bonafide occupational qualification or criterion.

## **RELIGION**

Pathways encourages 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 emphasized at the school.

## **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 coordinating the various stages of the academic programme:

Primary School Principal    Pre-Nursery to Grade 5

Middle School Principal    Grades 6 to 10

Senior School Principal    Grades 11 & 12

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.

We have specifically trained coordinators to monitor the successful implementation of the PYP, MYP and DP respectively.

## CURRICULUM

**PRIMARY SCHOOL (PRE-NURSERY TO GRADE 5):** The curriculum in Grades Pre Nursery to Grade 5 is based on the recommendations of the IB Primary Years Programme (PYP). Pathways offers 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.

**MIDDLE SCHOOL (GRADES 6 TO 10):** The middle school at Pathways follows the IB Middle Years Programme (MYP), which builds on the structured, student-centered foundation laid in PYP. The framework of the MYP encourages students to make practical connections between their studies and the real world. All subjects are criterion related and have strong inter-disciplinary elements. The MYP shapes skills of research expression, presentation and application. Students learn to share experiences, work in teams and transfer knowledge gained in one area to another, through cross-curricular projects and themes.

**SENIOR SCHOOL (GRADES 11 & 12):** Pathways offers the IB Diploma Programme (DP) for Grades 11 & 12, a two-year rigorous and prestigious pre-university qualification. The programme is acclaimed for matching breadth with depth and for its holistic approach to the process of learning. The IBDP is best represented by the Diploma Programme model with the six academic groups surrounding the core comprising Extended Essay, Creativity, Action and Service, and Theory of Knowledge.

In order to qualify for the Diploma, students are required to do a minimum of 6 subjects. Of these, at least three and not more than four of the selected subjects must be studied at the Higher Level. The six groups and the subject choices in each group available at Pathways are available on the website as well as with the Admissions Office and are updated as required and set by the IB Board.

## **LANGUAGES**

The Language of instruction is English. Most students in the Primary School will also study a level of Hindi up to Grade 5 after which 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 under the category “Self taught”.

## **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 AND CAREER COUNSELLING**

Students from Grade 8 upwards receive regular career counselling leading to subject option choices. 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 with our full time College Advisor. 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 AND 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 and Manage Bac 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 the student's teachers at the relevant Parent Teacher Meeting.

Assessments are ongoing and are both “Formative” and “Summative”. In the Middle School and Senior Schools these have distributed 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 expected levels of achievement at the end of the academic year. Primary School Reports from Pre Nursery to Grade 2 are comment based. Grade 3 to 5 are a combination of comments

and grades. 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.

## 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 the nature of the IB examination syllabus. Entries for 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 the entries and administration of External Examinations should be referred to the respective Curriculum 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.

<b>PATTERN OF MAJOR ASSESSMENTS, REPORTS AND MEETINGS</b>	
<b>Semester 1</b>	<b>Semester 2</b>
<b>Primary School</b>	
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

<b>Grade 6 to 9 &amp; Grade 11</b>	
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

<b>Grade 10 &amp; 12</b>	
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 is recorded in the Student Planner as a mark of appreciation and makes the student eligible for a mark of excellence from the Principal.

## **HOMEWORK POLICY**

Homework of some sort is set for all students and students in residence are given the necessary time to complete it during the prep hours. Forty minutes each day is given to Primary School students for supervised homework before they go home.

*The following points will assist you:*

### **Homework:**

- is an integral part of the curriculum and is necessary in order to cover the syllabus and reinforce the learning at school
- could be an extension of class work or project work or preparation for a task ahead
- is of special help to students who are working in a language other than their mother tongue
- is appropriate to the age, ability and developmental stage of the individual student
- is 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

Depending on the Grade level of the student, the time expected to be spent on homework during the weekends changes. On an average, a Primary School child will be given work that will take a maximum of half an hour to two hours on the weekend. All Middle School and IBDP school students in Residence 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 on going 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 box containing pencils, pens, colouring pencils, crayons, pencil-sharpener, ruler, glue, and blunt edged scissors. Students in the Primary School are provided with a starter stationery kit. 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). Models get upgraded from time to time and only these models will be permitted for use during examinations. 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 6 to 12 need a laptop computer. The School can assist you in suggesting 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 the Academic Year and on a need basis there-on. Any additional 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 in Residence, 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.

## **STUDENT GUIDANCE AND SUPPORT**

**ES (English Support)** - Pathways World School is an International School. Many students arrive at the School with a level of English language acquisition that is not adequate 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. 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.

**ALS (Additional Learning Support)** - 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 by ALS teachers in collaboration with regular Teachers. ALS Certification allows us to apply for special consideration in the Board Examinations.

Students undergoing ES and ALS support need to pay additional fee as specified in the Fee Policy.

**Academic and Career Counselling** - From Grade 8 upward students have ongoing counseling to help them choose subjects at the IB MYP and Diploma levels. They may discuss their options with our College Advisor, Counsellors, Middle and Senior School Principals and subject teachers. To help with individual decisions, the school will invite students and their parents for personal guidance interviews. In addition, representatives from various professions, colleges and universities will visit the school to meet students. At the IB Diploma Level, we will try to assist students in making college choices and support them through the application process.

## 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 (Creativity, Action, Service) and the IGCSE SAP (Student Activity Programme) 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
- Soccer
- Cricket
- Badminton
- Horse Riding
- Golf
- Swimming
- Athletics & Gymnastics
- Table Tennis
- Tennis
- Pool & Snooker, Billiards
- Squash

### CULTURAL ACTIVITIES

- Drama
- Music - Indian, Western Vocal & Instrumental
- Dance - Western & Indian
- Yoga
- Photography
- Documentary Film making
- Design & Technology
- Art & Design
- 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 or Residence Staff.

## JOINING PATHWAYS

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

### ADMISSIONS POLICY

Pathways World School offers education to children of all nationalities.

#### 1. CRITERIA FOR ADMISSION

- 1.1 The selection of learners for admission to the School shall be based on an assessment of the following factors (in no particular order):
- 1.2 Whether a complete admission application (being a complete set of all documentation and information requested) has been submitted;
- 1.3 Whether the learner has met the promotion requirements for the Grade immediately below the Grade to which the admission application relates;
- 1.4 Whether there are places available at the School given the capacity of the School;
- 1.5 Whether the School is able to meet the educational needs of the learner (including but not limited to any special education needs of the learner);
- 1.6 The age of the learner. Age appropriateness as per the International Baccalaureate and Government of India norms, will be the point of reference per Grade before granting admission unless exceptional circumstances require otherwise. The statistical age norm per Grade as on 1st August of the year applied for is as below:

GRADE	AGE CRITERION
Pre- Nursery	2½ - 3½
Nursery	3½ - 4½
Kindergarten	4½ - 5½
Grade I	5½ - 6½
Grade II	6½ - 7½
Grade III	7½ - 8½
Grade IV	8½ - 9½
Grade V	9½ - 10½
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

- 1.7 The willingness of the learner to participate in and add value to all areas of school life;
- 1.8 Whether admission to the School would be in the best interests of the learner given that all learners are required to participate in the academic, sports and cultural program of the School and given the need to ensure that:
  - the academic aptitude of the learner is appropriate for entry into the particular Grade to which the admission application relates; and
  - the learner will be able to balance the academic demands of the School with all other demands of the School, including the demands associated with a learner’s participation in sports, cultural and service activities.
- 1.9 Any Mid-term admission is subject to satisfactory reference check from the previous school.

## 2. CLOSING DATE FOR ADMISSION APPLICATIONS

Admission to children applying in the current academic year to be completed as per dates highlighted, subject to availability of places confirmed by the School Principal and Residence Coordinator for students applying for Boarding, before confirming acceptance to the candidate.

The closing dates for the submission of admission applications are as follows:

- 2.1 All applications for admission to any other Grade offered by the School may be submitted at any time during the school year and will be considered in accordance with the admission criteria set out in this policy as and when a place in the relevant Grade becomes available.
- 2.2 Applicants applying for admission from Grade Pre-Nursery to Grade 7 for a particular year, provided the age criterion and other qualifying factors are met (Reference Clause 1.1e), will be granted admission throughout the year subject to qualifying all levels of the admission process. Admission will be granted subject to relevant spaces being available in class and bed spaces for applicants applying for Boarding.
- 2.3 Applications received for ALL Grades in the current academic year will be processed as per the closing dates mentioned in the table below:

<b>Grade</b>	<b>Last Date of Joining</b>	<b>Exceptions</b>
Grades Pre-Nursery to Grades 5**	Throughout the year subject to Clause 2.2	<ul style="list-style-type: none"> <li>• ES/ALS cases (Consideration subject to clearing related assessment)</li> </ul>
Grades 6,7,8	Up to January 31 of the current academic year	<ul style="list-style-type: none"> <li>• Candidates moving from an IB school will be considered throughout the year</li> <li>• ES/ALS cases (Consideration subject to clearing related assessment)</li> <li>• Deserving candidates</li> </ul>
Grade 9	Up to October 31 <sup>st</sup> of the current academic year	<ul style="list-style-type: none"> <li>• Candidates moving from an IB school will be considered for admission throughout the year based on the subject compatibility and academic progress in the previous term.</li> <li>• Deserving candidates</li> </ul>
Grade 11	Up to October 31 <sup>st</sup> of the current academic year	<ul style="list-style-type: none"> <li>• Candidates moving from an IB school will be considered for admission throughout the year based on the subject compatibility and academic progress in the previous term.</li> <li>• Deserving Candidates</li> </ul>
Grades 10 and 12	No admission will be granted in Grade 10 or 12	<ul style="list-style-type: none"> <li>• Candidates moving from an IB school from IBMYP/IBDP programme as the case might be, will be considered for admission throughout the year based on the subject compatibility and academic progress up to the point of transfer</li> <li>• IBMYP/IBDP programme students only</li> </ul>

*\*\* For children in Grade 5 the child should have joined at least 2 months prior to the PYP Exhibition in order to receive the PYP Graduation Certificate*

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 enroll for the ES (English Support) 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 IBMYP and IB Diploma Programme 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**

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

Application for admission should be made on our website at [www.pathways.in](http://www.pathways.in) by clicking on the preferred School and submitting the 'Online Application'. The Enrolment Guide, also available on the website must be printed, completed and sent to the Admissions Office, with enclosures, on confirmation of the availability of a seat in the Grade applied for.

**Interaction and Assessment** - The Interaction Schedule is displayed in the 'Admissions' Section of the School Website: [www.pathways.in](http://www.pathways.in).

The interaction is a pleasant exchange of ideas. It is conducted by the Head of Admissions, concerned Principal and the School Director. We are interested in knowing about the child's educational development, use of language, social skills, academic enthusiasm and extra-curricular interests. Interaction is to find out what the student knows, understands and enjoys.

Primary School candidates (Pre-Nursery Grade-5) are met by the Primary School Principal, Head of Admissions and the School Director. This is a verbal interaction and the child may also be asked to perform some simple activities.

Admission seekers for Grades 6 to 8 have a verbal interaction and a written assessment in English and Mathematics.

Admission seekers for Grade 9 have a verbal interaction and written assessments in English, Integrated Sciences and Mathematics.

Students are only taken into Grade 10 if they are transferring from a similar curriculum and their admission is based on reports from their existing school and an assessment followed by an interaction.

Admission seekers for Grade 11 have a verbal interaction and written assessments in English and Mathematics. Students also have a group discussion on contemporary topics. All the IB Diploma candidates also have a meeting with the School Director. The candidates should demonstrate the ability to meet the requirements of the IB Diploma Programme.

In Grade XII only transferring IB Diploma Students are admitted, provided all the pre-requisites of the IB Diploma are met.

Overseas / Outstation Applicants should courier all the required documents to the Admissions Office at the address mentioned earlier. In addition, they may also arrange a confidential recommendation from their existing school containing their last transcript. Such information should come directly from the candidate's existing school to the Head of Admissions in a sealed envelope (by courier/ post to the address mentioned above).

## **VISAS & PASSPORTS**

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). The FRRO Form may be requested from 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.

For students in residences, 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 ARRANGEMENTS FOR STUDENTS IN RESIDENCE**

The School 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 and shall be debited to the students Contingency Accountant.

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 registered local guardian, or a person nominated by the parents or registered local guardian.

## **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 students in Residence 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 students in Residence at weekends, all sports activities, and students accompanying school teams for competitions or tournaments or festivals.

Students who wish to take up horse 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. These forms need to be stamped and signed by a Registered Medical Practitioner. 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**

As an independent private school we maintain high standards of academic delivery and excellent infrastructure and facilities. The fee structure and policies of the school are designed to support these offerings.

The fee structure of the school is available with the Admissions Office and can also be downloaded from the school website. The fee structure is reviewed annually and amendments, if any are posted on the website. These changes will be available at the Admissions Office well before the new academic year begins.

Once your child receives an Acceptance Letter in writing, you are required to pay the Admission fee (non-refundable) and the Security Deposit (refundable) as applicable.

There are two different Fee slabs under the Pathways Fee Policy:

1) Indian Citizens (including NRI's and OCI's)/ SAARC Nationals/ ASEAN Nationals

SAARC Countries: Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan, Srilanka

ASEAN Countries: Thailand, Indonesia, Vietnam, Malaysia, Singapore, Philippines, Myanmar, Cambodia, Laos, Brunei

2) Expats

### ***Exception***

- If an Expat attains Indian citizenship and is settled in India, he/she shall be eligible to pay the Indian Citizens' fee.
- SAARC/ ASEAN country nationals are eligible to pay the Indian Citizens' Fee

**Refundable Security Deposit** - Every student admitting into Pathways World School needs to pay a security deposit equal to two instalments of applicable composite School fee and Residences fee (If Applicable).

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

Every year, an incremental Security Deposit shall have to be deposited to bring the level at par with two instalments of the then applicable composite School fee.

Security Deposit paid in US Dollars or any other foreign currency is converted into 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, provided that such sum shall not exceed the total foreign currency received by the School, as per directive of Reserve Bank of India on repatriation of foreign currency.

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

Refunds for pass outs/ withdrawals/ transfers, including middle of semester withdrawals/ transfers are processed twice in an academic year – at the end of each semester. The Security Deposit is refunded within 60 days of a student leaving school 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 hereof shall be decided by the sole arbitration of the nominee of the Chairman of Pathways 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 Civil Court of the district where the school is located 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 or even if the student is to graduate from school at the end of a particular semester, s/he needs to continue paying all fees and charges till s/he is attending the school.

## SCHOOL FEE

### Composite School Fee

- The composite School fee is applicable for the school academic year.
- Students joining the school in April/ May need to, additionally, pay the prescribed Pre-Term fee in addition to the annual composite school fee.
- The composite School fee covers all the teaching and other expenses such as food, the standard stationery kit, labs and library, co-curricular activities, sports etc. for the academic year.
- However, the composite School fee does not include uniforms, text books, annual camps, additional subject support/individual activity tuition (if applicable), off campus sports activities, college applications, specialized individual projects in Design and Technology/Visual Arts/Sciences, Pocket Money, Insurance, field trips and excursions, external examination fee, transportation, etc.

**Pre-term Fee:** Students opting for the pre-term session shall have to additionally pay the Pre-Term fee equivalent to one installment of the Composite School fee. In addition, IT Fee is also payable as prescribed.

**Information Technology Fee** - Every student is required to pay a nominal annual fee towards IT, which also includes enrolment of the student in the Campus Agreement that the school enjoys with major software providers for licensed use of various softwares. These facilities are otherwise available at a very high cost. Information Technology fee is payable in full on the prescribed date of payment of the first installment of the fees.

**Support Programme Fee** - English Support (ES), Additional Learning Support (ALS) and remedial support fees shall be charged twice a year on a semester-wise basis. These are payable along with the Composite School fee. The support programme is provided need based and as per the annual academic calendar – from August to May. Since enrolment to these programmes is vital and necessary for certain student's academic progress, school's assessment and recommendation for a particular student's enrolment to such programme shall be final and binding.

**Transportation Fee** - Students who opt for daily school transport need to pay the 'Transport fee' as prescribed from time to time. This is payable semester wise along with the Composite School Fee.

Any changes such as change of address, addition or withdrawal to/from the transport facility etc. need to be informed to the Admissions department by email. Transport fee is charged semester-wise. If a student wishes to withdraw from the transport facility in the middle of a semester, s/he shall still be charged for the complete semester.

If a student wants to avail the transport service provided by the school in mid-session and if the school is able to provide the service, for fee computation, the date of joining shall be considered as the 1st day of the month in which the student starts availing school's transport service.

**Residences Fee** - Students who opt for residential facility provided by the school need to pay the 'Residences fee' as prescribed from time to time. This is payable along with and in the same cycle as Composite School Fee.

If a student wishes to withdraw from the student residences in the middle of a semester, s/he shall still be charged for the complete semester.

If a student wants to avail the residential facility provided by the school in mid-session and if the school is able to provide the space, for fee computation, the date of joining shall be considered as the 1st day of the month in which the student starts availing the residence facility.

There are two options available for payment of the composite School fee:

1. Advance Yearly
2. Advance in four Instalments

<b>Instalments</b>	<b>Payable By</b>
First	15th May
Second	15th August
Third	15th November
Fourth	15th February

***Guidelines for payment of fees:***

- All fee payments should be made by the due dates as indicated in the Fee Schedule.
- Fee Payments for NRI's and Expat should be made in equivalent US\$.
- 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 will be calculated on a pro rata basis for the balance period of the academic year. For fee computation, the date of joining shall be considered as the 1st day of the month in which the student is joining the school. However since the school curriculum is quite rigorous 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 schooling environment. Therefore, second and subsequent children of the same parents applying/studying in same or different branches of Pathways

Schools or Pathways Early Years are eligible for the following:

- 50% rebate on the one-time Admission Fee.
- 10% rebate on the Composite School Fee.

The rebate is applicable to the younger sibling (s). Please note, the moment the eldest sibling leaves or graduates from the school, the next sibling will lose the eligibility status for rebate on the Composite School Fee, having now become the eldest. The rebate is not applicable for other charges/fees including the Refundable Security Deposit, the basis of which shall remain the standard fee for the relevant grade.

**Rebate for Alumni** – Alumni siblings or Alumni children applying to same or different branches of Pathways Schools or Pathways Early Years are eligible for a 50% rebate on the one-time Admission Fee.

**Advance Payment Rebate** - Parents opting to pay the full year’s fee in advance shall be eligible for a 5% rebate on Composite School fee only. This rebate is subject to payment of all kinds of fees and charges as billed (including Transport fee and Boarding Fee, as applicable) for the full year in advance or before the prescribed date of payment of the first installment. The new joiners making complete payment, as prescribed, latest by 31st of August would be eligible to avail the advance fee rebate.

**Contingency Account** - A Contingency Account is maintained for all students as an imprest account. It covers expenses incurred by students such as for uniforms, field trips and excursions within the city, annual camps, medical expenses, medical/personal accident insurance etc.

In order to meet the expenses as aforesaid, all students are required to maintain a minimum balance in the contingency account as follows:

Day Students	:	Rs 15,000.00
Residential Students	:	Rs 20,000.00

New joiners need to additionally deposit a sum of Rs. 10,000 to cover various expenses/purchases while joining.

A detailed statement of the Contingency Account is mailed to the parents four times a year along with the student account statement. Parents are required to reimburse the expenses incurred by the student and restore the balance of the Contingency Account to the levels as aforesaid in each billing cycle.

**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.

**Fee Default** - All payments to school pertaining to fee and other charges should be made promptly by the ‘Pay By Date’ to ensure smooth continuity of your ward in the school. Payments arriving after the ‘Pay By Date’ shall attract levy of Late Fee Penalty @ 2% per month. Dues exceeding 45 days shall lead to cancellation of admission.

To ensure that the student can sit for Examinations 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 debar the student from attending classes and affect the student's enrolment in the school and forfeiture of the Security Deposit.

## **INSURANCE**

School has arranged for a Group Medical + Personal Accident Insurance for all students at an extremely reasonable premium. In order to ensure smooth handling at the unfortunate event of any emergency, it is mandatory for all students to subscribe to the school's Group Medical + Personal Accident Insurance. For new students, the same is done at the time of admission itself.

Parents are further advised to get student's other valuables/belongings/assets such as mobile phones, laptops, iPads, iPods, cameras etc. insured privately. The school does not take any responsibility for loss, damage or theft of any of the personal assets of the students.

## **RE - ADMISSION**

Occasionally there may be students who seek re-admission after initially withdrawing from the school. The School Director shall authorize all re-admissions. Students seeking re-admission need to go through the entire admission process unless waived by the School Director.

The Registration Fee for students seeking re-admission within one year of withdrawal shall be 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, the admission fee shall be waived.

In all other cases including those 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-admissions shall be done only upon clearance of all pending dues, if any. The Security Deposit shall have to match the required level for the student's grade.

## SABBATICAL

Incase a household is re-locating for a brief period, the parents could request for a sabbatical in writing.

- Sabbatical requests for the following semester should be received by school before the cut off dates of 30th April and 30th November.
- Notice Period Fee shall be applicable if Sabbatical request comes after the above dates
- Sabbatical option is not available to students finishing grades 10 and 11 and fee defaulters.
- Sabbatical is offered for a period of one year, extendable by another year. The maximum duration for sabbatical can be 2 years.
- All sabbatical cases including their extension have to be duly approved and sanctioned by the School Director
- At the time of availing the sabbatical facility, the student account should be fully settled as done in the event of withdrawal. Dues, if any should be fully paid up. The security deposit as applicable for the year that student last attended school shall be retained as security for guaranteeing a seat upon return.
- During the sabbatical phase, no fee is payable by the student
- Admission fee is waived for students returning within the prescribed time of approved sabbatical
- Returning students shall have to pay incremental security deposit at the time of re-joining to match the same to the then applicable level.
- Returning students might have to undertake a placement assessment as per school policy. School maintains the right to determine the appropriate grade in which the student can re-enter the school.
- Parents are required to notify the school on or before 30th November or 30th April for the student's re-entry in the school in the following semester. For middle of semester re-entry, such notification shall be made at least 60 days prior to the date of re-entry.
- In the absence of such notification by the parents, the guaranteed seat may no more be available to the student.
- Absence of notifying the re-entry of the student within prescribed time limit and/or non-return of student after expiry of sabbatical period shall lead to forfeiture of 50% of the retained security deposit by the school.
- For non-returning sabbatical cases, final account settlement shall be done within 60 days of re-opening of the school as per the standard procedure.
- The School reserves the right to refuse a seat on the basis of behavioral/academic or any other issues reported by the last School attended by the student.

## **Undertaking to be obtained from parents at the time of making sabbatical request**

The School Director  
Pathways World School, Aravali,  
Aravali Retreat,  
Off Sohna Road,  
Haryana, NCR Delhi

Dear Sir,

Sub: Request for Sabbatical of my ward \_\_\_\_\_, ID no. \_\_\_\_\_  
currently studying in grade \_\_\_\_\_ as a day/residential student

In reference to above I wish to advise that due to some temporary situation my ward would not be able to continue at Pathways World School, Aravali for next one/two year/s. This is a temporary development and my ward would be returning to school in appropriate grade as may be determined by the school after one/two years. I wish to request the school to grant him/her a sabbatical for a period of one/two years and reserve a seat for him/her to rejoin the school after this temporary gap.

As per the school's policy for sabbaticals that I have fully read, understood and I accept, I hereby offer the school to retain my ward's refundable security deposit amounting to Rs \_\_\_\_\_ for this temporary period as a security for holding a seat. I am aware that I have to notify the school about re-entry of my ward into the school within prescribed dates. I also understand and hereby accord my acceptance to the forfeiture of 50% of this security deposit by the school should I fail to notify the school on time or my ward does not return to the school in prescribed time.

Thanking You

## WITHDRAWALS

**Withdrawal Form** - It is our desire and hope that every student will find Pathways a very conducive centre of learning and personal growth and complete his/her schooling. However, we do understand that a student may have to leave for various reasons. Such exits should ideally coincide with the end of semesters. Students leaving in the middle of a semester shall have to pay the fee for the complete semester.

In the case of withdrawal, Parents or Guardians are required to notify the School Director in prescribed format (Annexure 1) by mail or in writing. A copy of the same should be marked to the relevant Principal, Head of Admissions and Assistant Finance Controller. The deadlines for making such requests are as follows:

- End of 1st semester withdrawals should be notified in writing not later than the 30th of November of the same year
- End of academic year withdrawals should be notified in writing not later than the 30th of April of the same year.
- Pre-term students withdrawing in the year of entry should submit withdrawal letters by 30th of June of the year of entry.
- For Grade 10 students and detainees not willing to continue, the withdrawal should be advised in writing to the school within 15 days of the official announcement of results. The dead lines of 30th April and 30th November shall not apply in such cases.

In the absence of such withdrawal requests in writing duly acknowledged by the School, 'Notice Period Fee' equivalent to the following two instalments of the Composite School Fee and Residences fee applicable shall be charged.

**Withdrawal and Refund Procedure:** All students, whether graduating or withdrawing from the school are required to obtain the 'withdrawal form' from the Admissions Office' and complete all the information and requirements stipulated therein that also includes return of all school property in good condition to various departments. Non-completion of the same shall lead to holding of examination results, reports, transfer certificates or recommendations to future schools/colleges to be issued. Prospectus, Registration, Admission and IT Fee are Non - Refundable. Any instruments, equipments, gadgets, books, stationary, uniforms etc. purchased from/through the school are Non - Returnable and thus Non - Refundable.

Students being asked to leave the School on disciplinary grounds in the middle of the semester are required to pay the Fee for the entire semester or it shall be adjusted against the Security Deposit.

Withdrawal notice must be in writing addressed to the School Director with a copy marked to the Head of Admissions. In the event of late or no withdrawal notice by the due dates, fee in lieu of notice period as prescribed shall be forfeited from the security deposit of the student.

A no dues undertaking as prescribed in Annexure 2 needs to be submitted before claiming refunds from the school.

Refunds for pass outs/ withdrawals/ transfers (including middle of semester withdrawals) shall be processed within 60 days of the student's exit date after adjusting unpaid dues, if any, including notice period fee in lieu of insufficient notice, if applicable.

**Supplying Information to a 'New School'** - Unless the School Director has received a written request for withdrawal from a parent, s/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 fully paid and settled and all school assets / resources returned to school in good condition.

## Annexure 1

### Sub: Withdrawal

Student Name: \_\_\_\_\_ IDNo.: \_\_\_\_\_ 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 you to kindly process the withdrawal in accordance to the school rules as printed in the Parent Student Handbook. 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: \_\_\_\_\_

		Excellent	Good	Average	Below Average
<b>Internationalism</b>					
<b>Academic Content</b>					
<b>Subject Choices</b>					
<b>Academic Resources</b>					
<b>Academic Styles</b>					
<b>Academic Rigour</b>					
<b>Sports Education</b>	(i) Variety offered				
	(ii) Coaching				
<b>Co-Curricular Education</b>	(i) Variety offered				
	(ii) Coaching				
<b>Community Service</b>					
<b>Camps and Activities</b>					
<b>Overall Exposure</b>					
<b>Pastoral Care</b>					
<b>Guidance Counselling</b>					
<b>Food</b>	(i) Quality				
	(ii) Variety Offered				
<b>Hygiene</b>					
<b>School Events+Activities</b>					
<b>Security</b>					
<b>School Transport</b>					
<b>Administrative Support</b>					
<b>Infrastructure + Facilities</b>					
<b>Boarding (If applicable)</b>					
<b>Flow of Information</b>	(i) Student's Progress				
	(ii) School Circulars				
<b>Accessibility of</b>	(i) Form Tutor				
	(ii) Section Principal				
	(iii) School Director				
<b>Parental Involvement</b>					

Two staff members I really appreciate: \_\_\_\_\_

\_\_\_\_\_

Your free space: \_\_\_\_\_

\_\_\_\_\_

## Annexure 2

### *No Dues Undertaking*

1. This is to hereby certify that the clearance formalities of my ward Master/ Ms \_\_\_\_\_ ID No. \_\_\_\_\_ on account of his/her passing out/ withdrawal from Pathways World School are fully complete;
2. All Dues / refunds pertaining to my ward have been fully settled and there is a provisional amount of \_\_\_\_\_ to be refunded on his account. This amount is subject to final reconciliation and further expenses that may be incurred by the School on my ward's behalf;
3. I further declare that besides this amount there is no pendency, financial or otherwise, on any account with Pathways World School;
4. I undertake to indemnify Pathways World School against all expenditures already incurred or which may be incurred by the school on my ward's behalf and which are not considered in the attached contingency statement;
5. I also declare that I am the legal and authorized person to collect the refund pertaining to Master/Ms.

Signature:

---

Name:

---

Address:

---

Relationship with Student:

---

Date: \_\_\_\_\_

## IT Undertaking

Date: \_\_\_\_\_

Pathways World School  
Aravali Retreat,  
Off Gurgaon-Sohna Road  
Gurgaon

I hereby undertake to remove all the software provided by Microsoft and other software providers that were installed on my personal devices by the school.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent's Signature

## SCHOOL INFORMATION SYSTEMS

### 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](http://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.in](mailto:veracross@pathways.in).

### MANAGEBAC

Another key school information system used at PWS is called ManageBac.

## TIMES AND 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 at the end of the second semester of the previous year. A detailed calendar for each semester is distributed to faculty, students and parents.

The calendar is also available on our website & Veracross for your easy accessibility.

**DAILY SCHEDULE:** Boarders and day boarders follow the same schedule between 08:00 and 15:30 hrs. Except on Thursday when the school ends by 14:30 hrs.

### LIBRARY - MEDIA - CENTRE HOURS

Monday — Friday	Thursday	Saturday	Sunday
08:15 - 17:00 hrs.	8:15 - 14:30 hrs.	09:00 - 17:00 hrs.	Closed

## PASTORAL CARE

### 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.

### 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 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
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 9 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 with leadership qualities are identified and 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 outgoing 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.

## **STUDENT 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 Grades 6, 7 & 8.

### ***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 9 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

## **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 20 students in his/her care.

The Form Tutor is responsible for the academic & emotional well-being of his 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.

## **IMPORTANT POLICIES FOR STUDENTS**

### **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 complete 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 and 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 to undertake additional work before submission
5. As far as possible work independently with the support of your 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 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 AND 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 as 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](http://www.bournemouth.ac.uk/library/using/guide%20to%20citing%20internet%20sources.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
- display temper or other negative emotion

## **INFORMATION TECHNOLOGY AND USE OF INTERNET POLICY**

- The Information and Communications Technology (ICT) resources at Pathways are available to improve the educational imperatives and support the administrative functions of the school.
- The school provides a secure WI-FI campus that supports research and education.
- An email account configured to the Pathways Network provides access to local, national and international sources of information.
- To use this facility, every user has the responsibility to respect and protect the rights of other users in our community and on the Internet.
- The use of your account must be in support of this purpose and students need to ensure that school-provided internet facility and internet access is not used for illegal purposes or for non-approved commercial purposes.

- Students need to comply with school guidelines for the acceptable use of school-provided networked information resources, electronic systems and internet.
- The Pathways network respects the personal individual space of every user, yet may monitor a user as and when required.
- The use of Pathways Network is a privilege, not a right, and inappropriate use will result in the cancellation of this privilege and/or sanctions as deemed appropriate by the school management.
- Using cyber space requires tremendous responsibility and the school reserves the right to generate appropriate sanctions against misuse
- For more details please refer to the IT 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 our 'Student wellbeing' department 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.

**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.

**Misuse of Social Media:** The Internet and Social Media are a big part of our daily lives today. While such mediums connect us together, it is imperative to maintain discipline and mutual respect for each other on such channels. Students are expected to be courteous to their peers, teachers, and the School on social networking websites/apps. Any form of defamation or Identity theft is completely unacceptable and will meet with the strictest action.

**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. The school cannot take any responsibility for students who do not comply by the Govt. of India Regulations.

**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:** At 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 skirts are not permitted. Those with long hair must have it neatly tied back during school hours. Boys' hair should be neatly cut. 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.

**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 Form 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 Form 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 losing 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 is not permitted in Residences. However only few items as listed below maybe be permitted;***

- Nuts/Dry fruits: Students are allowed to bring the following dry fruits (Cashewnuts, pistachios, raisins, almonds, figs, dates and makhane (foxnut)) upto a maximum of 1Kg ONLY
- Tang and Iced Tea (One packet)
- Green Tea is permitted for senior residences ONLY (Grades 10, 11 and 12)
- Health supplements are strictly prohibited unless recommended and approved by the School Doctor in exceptional cases

Please note Horlicks/Bournvita etc are already provided by the school to all children. Variety can be added if need arises. All eatables other than the ones mentioned above will be confiscated if found with the children or received via couriers. We request your cooperation on the same in helping the school maintain the necessary discipline amongst children on campus.

**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 willful 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 Student Well-being will be the arbitrators 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 eg: 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
- Credit/Debit cards
- Any other objectionable material

**XEAT:** Week Boarders are allowed to go home on Fridays at 1600 hrs, unless held back for extra / remedial classes at any teacher's discretion OR if Saturday is designated as a non-xeat/working day. Other Saturday activities are optional for Week Boarders.

**SCHOOL PREP:** First Prep will be held in the Academic Block for students. IB Diploma students may be permitted to study in the Student Residences after getting approval from the relevant personnel supervising. Second Prep will be held in the Residences which will be supervised by Residence Parents and Residence Supervisors.

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 permitted to visit the Student Residences. In case of a pressing need they will have to seek the permission of the Principal and Residence Coordinator. 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 residential 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 Head of Student Residences should be informed in both the above cases.

**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. Areas where renovation/construction work is in progress.
6. Girls residences for boys and vice-versa except with specific permission of the Residence Coordinator and the supervision of the Residence Parent
7. 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.
8. The maintenance department, kitchens and store rooms.
9. The school campus for Day Scholars on weekends and evenings when not involved in school activities.
10. The school campus for Boarders and Day Boarders during vacations except with permission of a member of the faculty.
11. School Laundry
12. All Service areas
13. 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 designated personnel in the Student Well-being Department 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, Head of Residences, Form Tutor and to be convened by the School Director.

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.

The School has a *Child Protection Policy* in place, which is available at the School Director's Office.

## **RULES FOR SCHOOL TRANSPORT**

The school operates 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.
- Fasten your seat belt at all times.
- Be courteous to the staff on the bus and follow instructions.
- Remember that you represent your school and treat all passersby 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.

### ***DONTS***

- 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.

Entry and exit of students is governed by the Exeat policy. All visitors need to register with the Reception and obtain a visitors pass before proceeding further. All students and staff members wear ID cards for identification.

### **IDENTITY CARD AND EXEAT POLICY**

One ID card and 2 EXEAT cards are issued to each student.

- The Student Identity Card, which will be worn by students in the school campus and on school transport.
- The Exeat Card, which will remain with parents at all times. To ensure safety, students will only be permitted to leave the campus or bus stop with a person carrying 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 system. The loss of a card should be reported immediately to the Form tutor. A new card will be issued and charged for accordingly. To prevent misuse, parents are requested not to leave Exeat Cards with students. If found in the possession of a student, the exeat card will be confiscated and only reissued to the parent/guardian as per procedure.

## **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 Day Boarders, Week Boarders or Term Boarders

#### **DAY BOARDERS**

Day Boarders come to school daily from home.

#### **WEEK BOARDERS**

Week Boarders will normally reside in school from Monday through Friday unless there are programmes scheduled for them over the weekend.

#### **TERM BOARDERS**

Term Boarders will usually reside in school during all weekends and participate in a comprehensive school weekend programme. Term Boarders may go out on weekends to visit their registered local guardians only.

#### **LOCAL GUARDIANS**

Parents of Boarders (out of station) need to appoint a Local Guardian who accepts responsibility for the child and is empowered to take decisions relating to medical emergencies as well as providing the child a place to live during the holidays/School Breaks, illness or suspension. Many parents, esp. those who live overseas, also give the Local Guardians authority to:

- Liaise with the School on academic or pastoral problems
- Supervision of child's finances
- Travel and airport transfers
- Purchasing school uniform
- Accompanying child to dentist or optician, if required

Keeping the above in mind, all Local Guardians, formally nominated by the Parents, are registered in Veracross though the Admissions Team at the time of Admission. Any change in the Local Guardian entails a similar process of nomination and registration.

No other person other than Parent or Registered Local Guardian may meet the Boarder without an authorization sent by the parent to the concerned Resident Parent and copied to the Residence Coordinator and the Principal.

#### **STUDENT RESIDENCES**

The Functioning of the Residence facility is under the overall direction of the Head of Residences. Every Resident student is allocated to a study-bedroom in a single-gender

house supervised by Residence Parents. 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 a television, stereo sound system, and DVD/NCD equipment. The school provides all bed linen and blankets but students may bring their own quilts, if they so desire.

## **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. One traditional outfit is required for special occasions. 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 at the gate 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 and Week Boarders are issued Rs. 300/-per week each for pocket money (this may change as appropriate) A school account is activated at the beginning of each term and the monies disbursed by the Accountant to the student.

Students may purchase a limited amount of Tuck from the School's Tuck Shop, on the week end.

## **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.
- 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 a week.
- 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 AND OTHER GADGETS**

Residence students are permitted to bring Mobile phones with them to contact their parents. These phones must not be carried by students on Campus. Mobile Phones must be handed over to the Residence Parent. Students may use phones in the evening only as permitted. 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 will be confiscated and NOT returned. Day Boarders are not allowed to use mobile phones on campus. Data Cards are NOT permitted to be brought to School/ Residences.

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.

Ipods and other gadgets are currently banned for day-boarders and students in Residence are allowed to use these only during weekends within the confines of their residences.

## **NOTES FOR STUDENTS IN RESIDENCE AT PATHWAYS WORLD SCHOOL, ARAVALI**

- Boys are expected to have a short neat hair-cut and girls need to tie up their hair if they are below shoulder length
- Coloured and heavily permed hair are discouraged for both boys and girls
- Students may bring only basic make up to Residences
- Ear studs and a small amount of costume jewelry may be brought to Residences by girls only
- Casual clothes must be appropriate & respectable in length and style
- As an institution, we discourage body piercing and tattoos
- Tuck is not permitted in Residences
- Keeping cash in residences is strictly prohibited either by students or with Residence Parents
- A maximum expense of Rs. 3000/- is permitted to celebrate Special occasions & Birthdays (this can be arranged on request by the Residence Parent, from the Contingency Deposit)
- We encourage students, in Residences, to celebrate Birthdays on Campus only
- Skates, Roller Blades & Bicycles with protective gear is permitted to be brought to Residences
- Formal attire both Western & Traditional (1 set each) must be brought, additional to the list in the Parent / Student Handbook
- Electronic items like I Pods, Mp3 Players, Game Boy etc are permitted only in the Residences at fixed timings and are required to be handed over to the respective Residence Parent
- Cameras are not permitted unless the Student is part of our Clicking Club in which case the Camera is kept with the Head of the Clicking Club and used only as permitted by him

## **PLEASE RESPECT THE SCHOOL RULES AND NORMS**

### **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.

### **GUIDELINES FOR VISITS, TUCK AND BIRTHDAY CELEBRATION, FOR STUDENTS IN RESIDENCE**

- Parents and registered local guardians may visit their child / children / ward/s after School hours and on weekends
- Parents may wish to check Residence Schedules to avoid unnecessary waiting time
- No person other than Parent or Registered Local Guardian may meet the student without an authorization mail sent by the parent to the concerned Resident Parent and copied to the Residence Coordinator & the Principal
- The authorized person must carry a photo ID which needs to be verified by the Resident parent before being permitted to meet the student
- No telephonic requests of unauthorized persons visiting students will be approved under any circumstance
- Email ID's from which we receive requests need to be verified before approval (the email ID is on Veracross)

- SMS requests received can only be approved after verifying the telephone number on our records and ensuring authenticity by personally speaking to the Parent
- Students will meet with Parents & visitors in specified areas of the Residence Administrative Block only
- Food brought by parents on the day of the visit is only for consumption by the student in the Meeting area and must not be carried in to Residences
- A Log Book of visits will be maintained at each Residence and every visitor needs to sign that before meeting the student. This will be countersigned by the respective Resident Parent. The time & duration of the visit will be recorded
- No food or medicine is to be brought in or permitted to be handed over to students during these visits
- Cash and Credit Cards are strictly not permitted to be kept on Campus for students in Residence
- Birthday parties are to be celebrated with restraint on Campus. A birthday cake and one savory vegetarian item may be ordered in house (Residential Students) only. The student may also get 1 chocolate bar for every student in his Section/Form Group
- Birthday Cakes and savories are to be ordered, internally (procured from our Official caterer) to maintain quality and hygiene standards
- An amount, not exceeding Rs. 3000/- may be approved for Birthday Celebrations by Resident Parent and disbursed by the Accounts Department
- Cash must not be left with Residence parents at any time
- Gifts for Resident parents, Administrative Staff and Faculty are not encouraged except as tokens on festivals like Eid, Diwali & Christmas

## **WEEKEND EXEATS**

Week Boarders may leave on Friday evenings 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 Week Boarders are expected to return to the Residence by 18:00 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. Week 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 written request 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 in writing stating 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.

No Boarder can leave the school campus on exeat unless the escort presents a valid "Exeat Card" and the student presents the valid "Exeat Slip" to the Main Gate security.

Non-Exeat weekends are indicated on the school calendar in advance. The first weekend of every semester is usually a Non-Exeat weekend for both Term and Week Boarders. This is to enable students to settle back into school life after an extended holiday and for new students to settle into school.

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.

Exeat is a privilege and not a right. Therefore, it can be denied at the discretion of the sanctioning authority.

ID Cards and Exeat Cards are to be returned each Academic year before the new ones are issued. If an Exeat Card is lost the parent will need to file an FIR with the local Police Station and send us a copy of the same before a replacement card is issued at a cost.

## **CATERING AND HOSPITALITY SERVICES**

The responsibility for providing catering services to Pathways World School is contracted out to reputed catering services with extreme quality consciousness. The Kitchens at Pathways World School 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. All meals are vegetarian.

Please indicate any particular dietary needs to the Head of Boarding prior to joining the school. Requests for changes to meal times for religious festivals such as 'Ramadan'/'Navratras' should also be addressed to the Head of Boarding 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.

## **HEALTH SERVICES**

The school has a well - equipped fifteen bed Health Centre 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 Health Centre. The School has both male and female Resident Nurses & Doctors.

The school has a fully equipped ambulance and an arrangement with a 'Full Scale Super Specialty 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 administered for 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. This 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.

- All medical histories, allergies and drug intolerance are to be recorded with the Health Centre at the time of admission.
- Special food allergies are to be informed to the Health Centre.
- All students are on a mandatory Medical Insurance and those cards and details are available at the Health Centre.

## UNIFORM AND ADDITIONAL CLOTHING

### SCHOOL UNIFORM

The School Uniform which binds the Student Community through a shared dress code 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 consists of **Regular Wear; Sports Wear (In House Colours); Formal Wear**

Students at Pathways are involved in a lot of outdoor sports activities on a daily basis. To ensure their comfort in class as well as on the sports field, students wear a functional light blue School 'T' Shirt. This is to be worn by all students on all days unless stipulated otherwise by the relevant Principal when a Formal Uniform is required to be worn.

#### Grades 1 to 8

Formal School Uniform consists of a full or half-sleeved blue shirt, tan skirts/ trousers in Middle School, and/or shorts in Primary School. A School belt and 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. The Formal School Uniform is worn for all formal and ceremonial occasions as well as when representing the School at Inter-School forums and other off-campus occasions, as well as on some working days as stipulated by the relevant Principal.

**Regular Uniform** is to be worn on all days unless stipulated otherwise by the relevant Principal. This constitutes wearing the Blue School 'T' Shirt instead of the blue shirt, along with the other clothing stipulated above. This will also double up for daily sports classes.

House Sports Uniform (In House Colours) consists of a House coloured 'T' shirt, shorts/track pants, sports socks and neutral coloured sports shoes. In winter the summer track apparel is replaced by a fleece track suit and a School sweater. House Sports Uniform, will be worn only for Inter-house matches.

#### Grades 9 to 12

Same as above except that the boys in Senior School wear Trousers instead of Shorts on all occasions other than for Sports, where they wear Shorts. Girls wear Skirts or Trousers on all occasions and can wear Shorts for sports.

## RECOMMENDED UNIFORM LIST

Formal School Shirt (full sleeve/half sleeve)	2
Formal Tan School Shorts/Trousers/Skirts	3
School Socks	5 pairs
School Tie	1
Black Formal Shoes	1
School Blazer	1
School Belt	1
School Sweater (full/half sleeve)	1
Blue School `T' Shirt	Min 4
House `T' Shirt	1
Sports Shorts	3
Sports socks	2 to 6 pairs
Sports shoes	1 pair
Track suit	2 sets

***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 STUDENTS IN RESIDENCE

A current list of details of School Uniform is available on our Website – [www.pathways.in](http://www.pathways.in) as well as with our Uniform Shop. In addition, the following list of casual clothing is recommended for student in Residence.

### Girls

S. No.	ITEMS	Numbers
1	Skirts (Knee length) / Churidar Kameez	3 Pairs
2	Casual Trousers / Jeans	3 Pairs
3	Top / Tee Shirt	6
4	Socks	5 Pairs
5	Sweater or Cardigan	2
6	Waterproof Jacket	1
7	Formal / National Dress	1
8	Nightgown or Pajamas	3
9	Bathrobe	1
10	Trainers of Casual Shoes	2 Pairs
11	Bath Towels	2 Sets
12	Quilt / Blanket (s)	1
13	Bed Cover	1

14	Undergarments	As required
15	Umbrella for wet weather	1
16	Walking Shoes	1
17	Open Sandals / Chappals	1

### Boys

S. No.	ITEMS	Numbers
1	Shorts	3 Pairs
2	Casual Trousers / Jeans	3 Pairs
3	Tee Shirt	6
4	Socks	5 Pairs
5	Pullover or Sweater	2
6	Waterproof Jacket	1
7	Formal / National Dress	1
8	Pajamas	3 Pairs
9	Bathrobe	1
10	Trainers of Casual Shoes	2 Pairs
11	Bath Towels	2 Sets
12	Quilt / Blanket (s)	1
13	Bed Cover	1
14	Tie (other than school tie)	1
15	Underwear	As required
16	Umbrella for wet weather	1
17	Walking Shoes	1
18	Open Sandals / Chappals	1

### Useful Items (Optional / If Required):

Tennis Racquet

Coat Hangers

Badminton Racquet

Torch / Flashlight with batteries

Table Tennis Bat

Small chain to attach locker key

Musical Instrument

Mosquito Repellent

Skates / Roller Blades

Sunscreen

Bicycle

Water Bottle

Address Book, writing materials

Unbreakable Tumbler for Drinking Water

Padlock with key

Shoe - cleaning kit

Small backpack for outings

Alarm clock

A selection of good books for recreational reading

### \* 3 months' supply of essential toiletries

## 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 Head of Residences will check the Hall/ Cafeteria/ 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 as well. 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 PATHWAYS WORLD SCHOOL FROM OUTSIDE**

The various offices are open from 8.00 am until 5.00 pm 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. 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 can also be contacted during school hours. General information and arrangements for appointments should be made through the relevant Principal's Office. The Communication Head maybe contacted for facilitation of any functional area. 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. 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 for Borders.

### **NEWSLETTERS**

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. 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 is placed on our website and Veracross for your ready reference 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.

