

Parent Student Handbook

Pathways School Gurgaon



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Introduction

Welcome to the Parent Student Handbook of Pathways School Gurgaon. This serves as a crucial resource for our entire community and provides a comprehensive overview of the values and policies that guide the daily operations of the school.

As PSG parents and students, it is essential for you to familiarize yourselves with this Handbook to gain a clear understanding of the school and its governance. A regular review of the Handbook ensures that we maintain a shared vision of our school.

Pathways School Gurgaon prides itself on being a dynamic institution, constantly evolving to meet the needs of our students and community. Therefore, this Handbook will be updated regularly to reflect any changes or improvements in our policies and practices.

We encourage all members of the PSG community to engage with the Handbook, ask questions, and provide feedback. Together, let us continue to nurture a thriving learning environment where every student can flourish.

Guiding Statements

Vision

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

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 of oneness.
- Create and nurture a holistic community through multiple paths and approaches to learning.
- Acquire habits of curiosity, reflection, adaptability, resilience, and self-discipline.
- Commit to promoting and safeguarding a healthy, sustainable, and aesthetic environment.
- Maintain respect for diversity, equality, and equity.

Motto

Learn. Work. Play. Think. LIVE

Learning Statement

Learn. Share. Unlearn. Collaborate. Relearn.

International and Intercultural Understanding Statement

At Pathways, international and intercultural education is defined by “recognizing plurality of perspectives, inspiring empathy, facilitating fair decision making, accepting responsibility for actions, and reflecting on the learner’s role in a global community”.

IB Mission Statement

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment. These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

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 the 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 emphasised at the school.

Affiliations and Accreditations

- International Baccalaureate Organisation (IBO) of Geneva, Switzerland to run the Primary Years Programme (PYP), Middle Years Programme (MYP), Diploma Programme (DP), and the Career-related Programme (CP) as an IB Continuum School.
- New England Association of Schools and Colleges (NEASC): Founded in 1885, NEASC has a proven reputation for quality assurance and integrity in international school education. It establishes and maintains high standards of educational excellence, provides a framework for institutional self-reflection and objective peer review, and serves as a professional resource and provides support.
- Council of International Schools (CIS): CIS Accreditation is a mark of quality assurance and distinction and enables schools to benchmark the quality and improvement of their educational programmes with leading international practices.
- Strategic Alliance of Global Educators (SAGE) Schools: SAGE unites top forward looking and innovative schools from around the world to form professional networks that allow wider and deeper sharing of pedagogical ideas, resources, and best practices.
- LEED-EB Platinum from US Green Building Council (USGBC)
- Great Place to Work

Management Structure

Pathways School Gurgaon has a comprehensive management structure designed to ensure maximum effectiveness in all aspects of our academic and administrative functions.

The overall head of school is the **School Director**.

The school comprises of three sections, each headed by a Principal:

Primary School Principal (Pre-Nursery to Grade 5)

Middle School Principal (Grades 6 to 8)

Senior School Principal (Grades 9 to 12)

Academic planning is supported by the **Head Learning and Development**.

We have a well-trained **Pedagogical Leadership Team** that further includes the programme coordinators and other senior faculty members to monitor the successful implementation of the respective curriculums.

The **General Manager Administration** is responsible for the school transport, food, safety and security, estate management and maintenance, uniform, stationery, and support staff.

The **Head Admissions and Communications**, **Head Finance**, and **Head Human Resources** are responsible for their respective departments.

School Year and Timings

Following the International Baccalaureate standards, the academic year at Pathways School Gurgaon runs from July to June. Each year is divided into two semesters: **Semester I (July to December)** and **Semester II (January to June)**.

During the second semester, we create an outline calendar for the next academic year. In addition to this, a detailed calendar for each semester is distributed to parents, students, and faculty. The calendar is available on Toddle, the school website, and the monthly newsletter.

Regular school timings are **8:00 AM to 03:30 PM**. On Thursdays, school timings are **8:00 AM to 02:15 PM**.

Curriculum

The academic systems at Pathways School Gurgaon follow a threefold track: the **International Baccalaureate (IB) Primary Years Programme** (Pre-Nursery to PYP 5), **Middle Years Programme** (MYP 6 to MYP 10), and either the **Diploma Programme** or the **Career-related Programme** (DP/CP 1 & DP/CP 2). Pathways School Gurgaon was the **first 'IB Continuum School' in India** offering all four programmes of the IB.

The IB curriculum is widely respected by leading universities across the world. It encourages both personal development and academic achievement, challenging students to think critically, ask the right questions, and think across disciplines. Students are taught to be independent and take ownership of their learning; making choices, setting goals, and reflecting on their progress.

All the IB programmes include four foundational and interrelated elements: international mindedness, the IB learner profile, a broad, balanced, conceptual, and connected curriculum and approaches to teaching and learning. The IB Learner Profile guides that all students should strive to be:

- Inquirers
- Knowledgeable
- Thinkers
- Communicators
- Principled
- Open-Minded
- Caring
- Risk-Takers
- Balanced
- Reflective

The educational experience at Pathways School Gurgaon fosters diversity, curiosity, and a healthy appetite for lifelong learning, both within the classroom and in the world beyond. Our curriculum is concept-driven and inquiry-based, aligning with the needs of the present and preparing our learners for a future that demands critical thinking and creativity.

- Planned Curriculum ("What do we want to learn?"): Focuses on identifying learning outcomes, concepts, skills, attitudes, and actions critical to the learning journey.
- Taught Curriculum ("How best will we learn?"): Employs effective teaching and learning strategies to support the goals set out in the planned curriculum.
- Assessed Curriculum ("How will we know what we have learned?"): Involves gathering and analysing information on student performance to ensure alignment with the learning objectives.

The curriculum offers various opportunities for exploration and experiential learning. Our learners demonstrate a high level of autonomy and initiative in their learning. They take responsibility for managing their time effectively and seeking out resources to support their learning objectives. By nurturing self-directed learners, Pathways School Gurgaon enhances their sense of independence and agency, which will serve them well beyond their years at the school. At Pathways School Gurgaon, we not only educate minds but also inspire hearts, preparing our learners to navigate the complexities of the world with confidence and a global perspective.

Our pedagogical approach is meticulously designed around a student-centred philosophy, shaped by diverse learning styles and the Multiple Intelligences theory (developed by Dr. Howard Gardner from Harvard University). We aim to nurture each child's individuality and talents while exposing them to a variety of both academic and co-curricular fields. This inclusive and dynamic setting helps ease the transition into structured examination systems while maintaining a strong emphasis on project-based learning, which is pivotal across both the curriculum and assessment framework. This methodology not only engages learners actively but also cultivates their ability to apply knowledge critically and creatively.

Pathways School Gurgaon emphasizes individualized learning, facilitated through small, dynamic groups tailored to accommodate varying student abilities. We limit the class size to 20 students in Pre-Nursery and MYP 4 – DP/CP 2 and to 24 students in Nursery – MYP 3. Each classroom is managed by a certified educator to ensure an optimal learning environment. Subject matter expertise is provided by qualified specialists in their fields.

The educational programme supports the "Know, Do, Become" framework by allowing students to acquire knowledge (Know), apply what they've learned (Do), and reflect on their personal and academic growth (Become).

We believe in a healthy partnership between the school and home, ensuring regular reporting to keep parents informed about their child's academic growth and encouraging active parental involvement to support the student's development and success. The educational journey at Pathways School Gurgaon is a collaborative endeavour that aims to monitor, document, measure, report, and fine-tune learning strategies as needed. Our commitment to creating a conducive learning environment extends beyond the classroom, promoting a culture of curiosity, resilience, and collaboration.

English is the medium of instruction across all grades, and dedicated English Support is provided as an optional paid programme for new and first-generation English learners to help them thrive. As it is the host country's language, Hindi is mandatory for all students in the PYP. From PYP 2 onwards, students choose Spanish or French as an additional language, thereby nurturing multilingualism and international mindedness. In MYP and DP/CP, students choose to study one language between Hindi, Spanish, or French. At our school, language acquisition is seen as a bridge to empathy, understanding, and a more connected world.

Homework intensity increases with each educational stage, preparing students for the complexities of further education and professional life. Our strategies are designed to make learners assessment-capable, enabling them to understand their learning objectives, evaluate their own work, and determine necessary steps to improve. This approach empowers students to take ownership of their learning and aligns with our commitment to developing high-quality, autonomous learners.

IB Primary Years Programme (PYP)

The IB PYP is an educational framework designed for students aged 3 to 12. It emphasizes inquiry-based learning, encouraging students to explore, ask questions, and develop critical thinking skills. The PYP promotes a holistic approach to education, incorporating subjects such as science, math, and the arts into thematic units. It also focuses on developing internationally minded students who are socially responsible and culturally aware.

The PYP curriculum is designed around six interconnected transdisciplinary themes:

- Who we are
- Where we are in place and time
- How we express ourselves

- How the world works
- How we organize ourselves
- Sharing the planet

These themes integrate knowledge and skills across various subject areas, thereby nurturing student agency.

IB Middle Years Programme (MYP)

The IB MYP is designed for students aged 11 to 16 and provides a comprehensive curriculum that fosters intellectual, personal, and social development. It emphasizes interdisciplinary learning, global perspectives, and inquiry-based education. Students are encouraged to connect their learning to real-world issues and develop research, communication, and critical thinking skills.

All the MYP subjects are criterion-related and have strong inter-disciplinary elements. The curriculum is inquiry-based, thus stimulating the students' latent curiosity and honing their research, application, expression, and presentation skills. Students learn to share experiences and work in teams.

An exciting core component of the MYP is the individual long-term Personal Project. It is the consolidation of learning in the MYP wherein students choose an area of their interest for further exploration through open inquiry. They achieve this through a systematic application of ATL skills and research and are assessed through set criteria.

IB Diploma Programme (DP)

The IB DP is a prestigious and challenging two-year pre-university program for students aged 16 to 19. It offers a rigorous and holistic curriculum that includes six subject groups (Language and literature, Language acquisition, Individuals and societies, Sciences, Mathematics, and the Arts) and three core components (the Extended Essay (EE) and Theory of Knowledge (TOK), which cultivate independent research and critical thinking, and Creativity, Activity, Service (CAS), which fosters personal growth by encouraging students to engage in creative projects, physical activity, and community service, thereby contributing positively to society and the world beyond the classroom).

Beyond fostering academic prowess, it cultivates community engagement, articulate communication, and a broad international perspective. In a fast-paced, ever-changing world, the practice of early specialization may curtail the versatility and wide-ranging skill set that students need. The IBDP confronts this challenge with a broad-based curriculum that covers essential academic disciplines while providing the flexibility to intensify focus on certain chosen subjects.

The IB Diploma's curriculum is a mosaic of the finest educational practices from around the globe, reflecting a commitment to comprehensive, cross-cultural learning rather than the paradigm of any one nation. Crafted to meet the intricate challenges of an interconnected world, it demands rigorous critical thinking and adept problem-solving. This balanced and

stimulating programme not only prepares students for the academic rigor of higher education but also equips them with the skills and insights necessary for success in the broader tapestry of life.

The **IB Certificate** is an alternate pathway. Under this option, students have the flexibility to choose to study individual IB courses and receive certificates for each (without pursuing the full diploma), thereby focusing more intensely on specific subjects that they are passionate about. The IB Certificate is better suited for students with deep time commitments in other fields like athletics or the arts, for students who require certain accommodations that make the IB DP less appropriate, and for students pursuing dual curricula.

IB Career-related Programme (CP)

The IB CP is designed for students aged 16 to 19 and uniquely merges the rigorous educational principles of the IB with practical, career-oriented learning, creating a distinctive pathway for students keen on direct career development alongside acquiring versatile, lifelong skills. It offers a flexible and customizable approach to education, catering to students' diverse interests and goals. This program not only emphasizes critical thinking, effective communication, and cross-cultural engagement, but also focuses on applied knowledge essential in today's professional environments. The IBCP integrates three components:

- Academic Courses from the IB DP: Students undertake a selection of DP courses, which are renowned for their depth and rigor, providing a strong academic foundation.
- Career-related Study: This tailored component allows students to pursue a career-specific education in fields such as business, technology, arts, or health sciences. The curriculum is developed in collaboration with industry partners and vocational education providers, ensuring relevance and applicability.
- CP Core: These unique areas ensure students not only achieve academic excellence but also develop as adaptable, future-ready individuals with an emphasis on critical thinking, communication, and cross-cultural skills—essential for success in today's globalized marketplace.
 - Language Development: Ensuring students enhance their language skills pertinent to their career path and cultural proficiency.
 - Service Learning: Encouraging students to engage with their communities and apply their learning in real-world contexts, fostering a sense of civic responsibility and personal growth.
 - Personal and Professional Skills Course: This course prepares students for effective workplace performance, emphasizing skills such as leadership, ethics, and adaptability.
 - Reflective Project: Students undertake a project that prompts them to reflect critically on the ethical and cultural implications of their chosen career field.

Through this comprehensive curriculum, IBCP students are prepared to face the rapidly changing global marketplace with confidence. They learn to synthesize diverse perspectives, solve complex problems, and communicate ideas clearly and persuasively. The program not only prepares them for immediate employment but also provides a solid foundation for lifelong learning and success, whether they choose to advance directly into their careers or

pursue higher education. This blend of academic rigor and practical application ensures that graduates are well-rounded, skilled, ready to contribute to their chosen fields, and fully equipped to think and act globally.

PSG High School Diploma

Pathways School Gurgaon is a CIS and NEASC-accredited IB Continuum School that provides the Pathways School Gurgaon High School Diploma (PSGHSD). It is awarded to students who meet the required conditions over the four years of high school, commencing in MYP 4 (or equivalent) and culminating in DP/CP 2. These four years correspond to Grades 9-12 as represented by most schools that offer a four-year high school diploma.

The curricular options offered at Pathways School Gurgaon will expose students to rigorous courses, providing a solid foundation for higher education. In general, the coursework (curriculum and assessment) of a PSGHSD class is consistent with an IB subject, with the primary difference being that all assessments in the PSGHSD class are marked internally while IB assessments involve substantial external marking. On successful completion of the requirements, students will receive a PSGHSD, which is recognized by a gamut of universities across the globe.

In keeping with our NEASC accreditation, the PSG High School Diploma will be equivalent to the US High School Diploma.

All PSG students from MYP 4 to DP 2/CP 2 are on the PSGHSD path. The criteria for eligibility are as follows:

- Completion of 4 years of the study of English from MYP 4 (or equivalent) to DP/CP 2
- Completion of 2 years of the study of Math from MYP 4 (or equivalent) to DP/CP 2
- Completion of 2 years of the study of any 3 subjects out of – Language Acquisition, Sciences, Individual and Societies, The Arts
- Completion of 2 years of engagement in Service, Creativity, Exceptional Achievement, and Professional Learning
- 85% Attendance over the 4 years at PSG (2 years for transfer students from other MYP or High School Programmes)
- High school students must take the SAT or ACT

Note that for certain universities, the PSGHSD with IB Certificates is insufficient for direct entry, and hence a foundation year or additional qualifications may be required. Students considering this pathway should discuss their goals with the Career Counsellors and the DP/CP Coordinators.

Academic Materials

Students require essential stationery appropriate to their level of study. All students from PYP 2 onwards will need a case containing pencils, colour pencils, crayons, a sharpener, a ruler, glue, and scissors. At the beginning of each semester, the school will provide a pack of stationery and exercise books. Any additional items may be issued from the school stationery

store. Students are encouraged to use their stationery carefully and avoid wastage. Please ensure that all items are marked with an indelible marker.

From MYP 3 onwards, scientific calculators are an integral part of teaching and assessment, aligning with IB expectations and preparing students for higher-level mathematics.

Reporting

Pathways School Gurgaon ensures that both parents and students receive ongoing updates regarding assessment outcomes throughout the year. Mid-semester reports provide an initial snapshot of student progress and detailed semester end reports offer comprehensive feedback on student performance across all subjects and activities along with faculty observations. These reports are designed to give a full overview of the student's development and areas for potential growth.

All assessment reports are securely accessible through Toddle using your personal credentials. This platform enables students and parents to easily access and review performance data at their convenience, fostering a transparent educational environment.

Pathways School Gurgaon is committed to maintaining strong parent-teacher communication through regularly scheduled meetings such as Learning to Learn Day, Parent Teacher Student Conferences, Coffee Meetings, Student Led Conferences, etc. These meetings serve as a platform for discussing the student's progress and performance and proactively engaging in the student's educational journey, thereby complementing the insights provided in the assessment reports. The meetings are structured to ensure comprehensive coverage of academic and personal development across two semesters. The parent community is informed about the schedule for the same well in advance.

Assessment

Assessment is an active, continuous process involving gathering, analysing, reflecting, and acting on evidence of student learning. Our students are not only proficient in demonstrating their understanding of concepts and skills, but also possess a deep awareness of their learning processes. They understand the criteria for success and can evaluate their progress independently, seeking feedback from peers and teachers to further enhance their learning experience. This proactive approach fosters a robust assessment culture, where learning objectives are jointly established, success criteria are articulated transparently, and both the outcomes and methodologies are rigorously evaluated.

Pre-assessment helps gauge students' prior knowledge and tailor subsequent instruction accordingly. Formative assessments are conducted regularly to guide learning and adapt teaching strategies, promoting a responsive educational environment. These assessments are crucial for not only tracking progress but also for encouraging students to continuously reflect on their learning. Summative assessments are designed to evaluate and certify learning achievements, showcasing students' understanding in real-world contexts and challenging them to apply their knowledge in novel ways. This holistic approach ensures that our

assessments are not merely evaluative but also integrative, contributing significantly to the overall development of students' academic skills and practical understanding.

The key principles of assessment are:

- Clear alignment with curriculum and learning objectives
- Integral role in teaching and learning
- Emphasis on both learning processes and outcomes
- Identification of strengths and areas for improvement
- Motivation through active student involvement
- Basis for constructive dialogue among teachers, students, and parents
- Evaluation of curriculum effectiveness
- Fairness and consistency in standards

Since no exams are held in PYP, continuous assessment is based on class work, home assignments and projects and is posted regularly to provide ongoing feedback to students and parents. Parents are encouraged to support their children as self-directed learners by engaging them in creative, investigative, or reading activities. We also have an asynchronous day which empowers students to take charge and complete assigned tasks independently within our school framework. This systematic evaluation is put together in the form of a comment-based semester report twice in an academic year. At the end of PYP 5, parents will receive a detailed profile for their child, based on the student's yearly Primary School reports and his/her progress through the PYP.

From MYP 1 onwards, students are introduced to the assessment system through a blend of examinations, class tests, assignments, projects, and presentations. This diverse range prepares students for the varied demands of academic testing, thereby enhancing their adaptability and proficiency.

As students progress, internal examinations are tailored to prepare them for the stringent requirements of the MYP and DP/CP board examinations. The structure and content of these internal examinations are determined by the respective subject teachers. These exams are designed to cultivate the skills necessary for success in these rigorous programs, ensuring that our students are well-prepared to excel in their next educational phase. The performance in final assessments at the end of MYP 4 and DP/CP 1 is critically reviewed to gauge each student's readiness for the MYP and DP/CP board examinations. In MYP 5 and DP/CP 2, the internal exams are mock tests for the final board examinations.

At Pathways School Gurgaon, the examination protocols for the IB MYP, DP, and CP adhere to rigorous standards to uphold the integrity of the assessment process. These programmes implement stringent rules governing examination conduct, emphasizing the critical importance of fairness and adherence to established guidelines. It is essential for all students to follow these rules meticulously. Non-compliance not only breaches exam protocol but also risks severe consequences, including the potential cancellation of grades accumulated throughout the academic year.

To ensure the highest standards of fairness and maintain the integrity of our academic evaluations, Pathways School conducts all internal examinations strictly in line with these IB

guidelines. This commitment to rigor and ethical conduct helps safeguard the value of our students' achievements and upholds the prestigious reputation of the IB curricula.

For specific inquiries related to external examinations, or for more detailed information on the MYP, DP, or CP exams, students and parents are encouraged to communicate with the respective Programme Coordinators. The examination schedule is detailed in the school calendar, with precise timetables provided upon finalization by the IB.

Together, these practices ensure that assessment at Pathways School Gurgaon is not just about measuring learning; it's about advancing it, ensuring students not only meet but exceed their educational goals, prepared for whatever challenges they might face next.

Recognition of Excellence

At Pathways School Gurgaon, we deeply value and actively celebrate the exceptional efforts and achievements of our students. Our faculty takes great care in meticulously documenting outstanding academic work and exemplary behaviour, emphasizing the dedication and success of our students. This commitment to excellence is commemorated with awards and scholarships, offering substantial and tangible recognition of our students' hard work and achievements. These awards and scholarships not only acknowledge outstanding accomplishments but also inspire all students to strive for their best.

Academic Integrity

The primary objective of the academic integrity policy is to foster an intellectual environment where the need for disciplinary actions related to academic dishonesty is minimized.

Academic dishonesty encompasses various actions that may unfairly benefit individuals, including but not limited to plagiarism, copying/communicating during exams, fabricating/falsifying research data, submitting the same work for multiple courses, stealing academic papers, altering grades, using unauthorised material/equipment, impersonating others, and more.

Teachers are required to familiarise themselves with the IBO policy on Academic Integrity and authenticate student work whenever required, as the IBO 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. Further, they are expected to:

- Explain what constitutes plagiarism in each subject and teach proper citation methods.
- Monitor student work for inexplicable changes in style and quality.
- Distinguish between collaboration and collusion amongst students.
- Investigate suspected cases of malpractice, and if found to be true, submit a report to the IBO explaining the incident.
- Always supervise students during examinations and start/end examinations at the prescribed times.
- Not disclose the contents of the examinations till at least 24 hours after they end.
- Not provide undue help to a candidate in the IB programme assessment components.

Ultimately, it is the student's responsibility to ensure the integrity of all his/her work and to understand what constitutes an academic honesty offence. Students are expected to:

- Sign academic integrity forms for IBO submissions which also explains the consequences of violations.
- Properly acknowledge all sources for ideas/concepts/etc. including both primary and secondary research.
- Collaborate with peers and take guidance from teachers but work independently and produce original work.
- Not attempt the same piece of work for different subjects / assessment components.
- Listen to and follow all instructions given before and during examinations.

Various measures are taken to prevent academic integrity violations. Information literacy is introduced in the curriculum from an early age and the librarian conducts workshops on research skills and proper citation methods. Teachers maintain a meeting log to record the work process, especially for portfolio subjects, Personal Projects, Extended Essay, Theory of Knowledge, etc.

Sanctions for any instances of academic dishonesty vary depending on the seriousness of the offence. They include but are not limited to a mention in the student's file, a warning letter, a zero grade for the assignment, suspension from regular classes, probation for one or more semesters, or even an expulsion from the school.

If a faculty member has reason to believe that a piece of work being submitted to the IBO is not the student's authentic work, it will not be accepted and will result in no grade being awarded for the subject.

Co-Curricular Activities

The IB curriculum seamlessly integrates various co-curricular activities such as visual arts, music, dance, drama, design technology, etc. into the academic programmes. Our student-centred learning approach maintains a healthy balance between academics and such co-curricular activities. Students are regularly given time to use the Library and Media Centre. They also spend a certain number of hours on community service, both on campus and in surrounding areas.

House System: The student body is divided into four houses: Air, Earth, Fire, and Water. Each house is led by a teacher coordinator, a house captain and vice-captain. These houses are the focus of many important educational activities which take place outside the classroom. Through this system we try to create a feeling of belonging among students of different grades, while promoting healthy competition in sporting and cultural activities.

Field Trips: As part of the consent form, parents are requested to give permission for their children to join school-organized trips. These trips, chaperoned by faculty and staff, may include trekking, camping, sports/cultural trips, or visits to other schools and public places to facilitate understanding of concepts and systems.

Sports and Physical Fitness

We believe in the value of sports and encourage students to engage in athletic activities for enjoyment, relaxation, and physical exercise. Sports play a key role in holistic development, fostering sportsmanship, team spirit, and a sense of self-worth. Students get opportunities to experiment with a variety of sports that they wish to pursue, both to excel in or as hobbies.

Students of the Early Years Programme will follow a plan to grow motor coordination, strength, flexibility, and stamina. Gradually, activities that develop skills to lead up to sporting activities will be introduced and students of Grades 4 & 5 will engage in various sports.

We currently offer the following sports:

- Athletics
- Cricket
- Soccer
- Basketball
- Tennis
- Table Tennis
- Squash
- Swimming
- Pickleball
- Padel
- Horse Riding
- Gymnastics
- Aerobics
- Gymnasium
- Taekwondo
- Yoga
- Chess
- Carrom

Friendly sporting competition is considered positive for the students' educational development and sense of self-worth. Every student who represents Pathways School Gurgaon in a sports competition is an ambassador for the school.

Players and participants should always be on time, dress appropriately, and politely greet/thank opponents and referees before and after a match. They should ensure maximum effort and commitment to the game, maintain a strong sense of sportsmanship during both wins and losses, and always uphold a strong sense of team spirit by motivating their peers and allowing the captain to represent the team. Players and participants should not question the referee's decision or display any anger or other negative emotions during a match.

Information Technology

As technology becomes increasingly integral to education, its use is rigorously managed to ensure that all digital interactions support learning goals. The school is a Wi-Fi-enabled campus with high-speed bandwidth designed to support research and education. All students and their parents are required to sign an undertaking stating that students will use the systems responsibly and in accordance with the laws of the Government of India.

At the time of admission, each student is given a username and password, which he/she may use to directly connect to the campus network, without any intervention from the IT team.

Students may access and download the campus-wide software subscriptions (like Microsoft Office 365, Adobe Creative Cloud, Sophos Antivirus, and other educational tools and resources) through the www.software.pathways.in domain. Each student is also given an Email ID with 100GB of storage and a OneDrive account with 1TB of storage. The school

provides all these subscriptions/services free of cost till the time the child is a Pathways student.

Our Learning Management System (LMS) is Toddle, which offers tailored innovations like streamlined curriculum design, unit planning, task management, and improved communication. The software also provides comprehensive student documentation, personalized learning tools, detailed progress reports, simplified transcripts, and even an AI module for educators to automate resource creation, thereby fostering more meaningful interactions.

The school has a dedicated IT Helpdesk in place to assist students with any day-to-day troubleshooting and normal software/hardware issues. For complex cases, if requested by the parent, the laptop will be sent to an authorized service centre, and any corresponding charges would be debited to student's contingency account.

Students must ensure responsible use of technology. This includes using devices in school only when authorised to do so, keeping any personal confidential information secure, respecting each other's digital privacy, and maintaining decency and responsibility in accessing, viewing, downloading, and sharing content. Students must not attempt to access/interfere with any areas of the system without prior authorisation and must not carry pen drives, hard drives, personal hotspots, or any other external devices.

Every student from PYP 2 onwards is expected to carry a laptop under our Bring Your Own Laptop (BYOL) policy, which specifies certain minimum hardware configurations. Students are prohibited from modifying these devices without explicit permission. The school reserves the right to monitor the use of computers/laptops within the Pathways network and randomly check students' IT possessions to ensure proper use. If a student is found misusing the network/devices, sanctions may include confiscation of the laptop, denial of network access, and possibly even more serious consequences.

Students are responsible for maintaining the integrity and security of their educational tools. We recommend students to regularly take backups of their data. We strongly advise that all high-value educational equipment, including laptops, be insured against loss or damage. The school will not be held responsible in case of any adverse incidents.

Guidance and Support

Learning Support (LS): The School will observe and evaluate students that it feels may need this service, in consultation with their parents. Those found needing extra support will work with specialist teachers and have a specially designed education programme devised by LS teachers in collaboration with regular teachers. The assessment for LS needs is based on the psychoeducational reports received from authentic child psychologists. These reports and the school's case study along with student work samples are required to request IB for inclusive access arrangements (IAA) in the external IB examinations.

English Support (ES): Pathways School Gurgaon is an inclusive school and is equipped to cater to support required for all first-generation English speakers. In many cases these students are

already able to communicate well in more than one language and therefore they are acquiring English as an additional language. Students requiring this service are identified either during the admission process or during their first few months in school and are then enrolled in the programme at an appropriate level.

LS and ES are paid programmes as specified in the Fee Policy. Since these programmes are vital for certain students' academic progress, the school's assessment and recommendation regarding enrolment into these programmes shall be final and binding.

Academic and Career Advisory: Our counsellors work on fostering clarity in students' academic and career goals and provide updates on application procedures, standardized tests, and deadlines, offering guidance on effective essay writing and teacher recommendations. Starting from MYP 3, we counsel students on subject choices and organize workshops, fairs, and talks to broaden their perspectives. At the DP/CP level, the team assists students in selecting colleges and supports them through the application process. The advisory department operates an open-door policy, allowing students and parents to schedule appointments for personalized guidance.

Standardised Tests: Pathways School Gurgaon is a recognised centre for the Scholastic Aptitude Test (SAT) and the Preliminary Scholastic Aptitude Test (PSAT) examinations. All interested students will be supported to enrol for and take these tests.

Student Council

We believe in nurturing the innate leadership talents in every child. The student council enables us to involve students in various decisions and give them a sense of responsibility. There are three student councils, one each for Primary, Middle, and Senior School.

The student councils are solely student-run bodies, formed through a detailed election process that involves both teachers and students. In Primary School, teachers nominate students from Grades 3-5 while in Middle School and Senior School, Grade 8 and Grade 11 students nominate themselves and then teachers ratify their eligibility. After the candidates address the audience, students vote for the council, and then house wise for their captains.

The elected members are then inducted into the council through an investiture ceremony. All new student council members undergo training in leadership.

Uniform and Grooming

At Pathways, we believe in a practical and comfortable approach to school uniforms. The uniform seeks to create a sense of belonging and unity amongst students, bringing them together through a shared dress code. It is worn with dignity and formality by all students. We have three categories of the school uniform designed for different occasions:

- **Regular School Uniform** comprises of a blue polo t-shirt with navy trackpants/shorts along with school socks and black shoes. Middle/Senior School students may choose

to wear the polo t-shirt with the formal tan skirts/trousers as well. In winters, students also require a sweatshirt to be worn on top of the polo t-shirt. Moreover, students may replace the half-sleeved polo t-shirt with a full-sleeved polo t-shirt and may replace the regular track-pant with a fleece track-pant. The regular school uniform must be worn on all days unless stipulated otherwise by the relevant Principal.

- **Formal School Uniform** comprises of a blue shirt (full/half-sleeved), with tan skirts/trousers in Middle/Senior School and/or shorts in Primary School. A belt, a tie, socks, and black shoes complete the uniform in summer. In winter, a school sweater and/or a school blazer are additionally required. The school skirts must be no shorter than four fingers above the knee and can be worn with stockings. This uniform is meant for all formal and ceremonial occasions as well as inter-school forums. It may also be worn on some working days as and when stipulated by the relevant Principal.
- **House Sports Uniform** comprises of a house colour polo t-shirt and the regular navy track-pants/shorts along with the school socks and black or white coloured sports shoes. In winters, students also require a school sweatshirt to be worn on top of the house polo and a fleece track-pant may replace the regular track-pant.

Parents may consult the following recommended school uniform list. All items must be purchased from the in-school uniform shop (except shoes, which may be bought elsewhere). Please ensure that all items are clearly marked and affixed with the clothing tags.

- Formal Blue Shirt x 2
- Formal Tan Skirts/Trousers/Shorts x 3
- Regular Blue Polo Shirt x 3
- House Polo Shirt x 2
- Regular Shorts/Trackpants x 2
- Socks x 5 Pairs
- Tie x 1
- Belt x 1
- Black Formal Shoes x 1
- Sports Shoes x 1 Pair
- Blazer x 1
- Sweater x 1
- Fleece Hoodie x 2
- Fleece Trackpants x 2

Neat clothing and grooming and appearance are a part of personal well-being. Girls with long hair should tie it back, and boys' hair should be neatly cut and of reasonable length (above the collar). Hair gel is not allowed. When not in uniform, variations in hairstyle are permissible within the limits of good taste and stipulated norms. Students should keep their nails clean and trimmed. Girls in middle and senior school can wear natural-coloured nail polish and small earrings, but no bangles or rings or other body piercings. Earrings and other body piercings are not permitted for boys.

Discipline and Conduct

Ensuring a conducive learning environment relies on three core principles: self-respect, respect for others, and respect for property. School regulations stem from these principles and are communicated to students accordingly.

The overarching rule is to 'Behave Sensibly'. Any matter not explicitly addressed falls under this rule and faculty members are available to assist students in making sensible decisions.

Student Behaviour

The school strives to help parents instil strong values and self-discipline in students, promoting acceptable behaviour standards. Through pastoral care, we aim to equip students with the values and knowledge needed to thrive in today's diverse and globalized world. We believe that leading by example and setting clear expectations for good behaviour are effective ways to maintain discipline.

All members of the Pathways School Gurgaon community must be polite, respectful, and courteous. We should greet everybody and welcome and assist any visitors. Students must follow instructions given by faculty members.

All forms of bullying (physical, verbal, cyber, etc.) are prohibited and will lead to severe sanctions. Language is an essential form of communication, and all members of the school community must show respect and sensitivity by using appropriate vocabulary, tone, and diction.

The internet and social media are now part of our daily lives, and it is imperative to maintain discipline and mutual respect on such channels. Students must be courteous to each other, teachers, and the school, and any form of defamation or identity theft will lead to severe sanctions.

Attendance and Punctuality

Students are required to attend school on all working days as per the school calendar and must participate in all classes and activities outlined in their timetable. Students should maintain attendance above 90% to ensure their yearly promotion and completion of the IB Diploma. Students are expected to be punctual for all lessons, activities, and assignments.

Students may study quietly in assigned areas during self-study and/or non-instruction time, but it should be noted that these times are for study, not recreation.

Absences/delays are initially addressed by subject teachers / activity leaders with a note to the form tutor, and repeated infractions may result in detentions. Form tutors record significant disciplinary issues for confidential review by parents.

Parents are urged not to request additional leave for their children. Medical leave for one or two days requires a letter to the relevant Principal upon return, while longer absences also require a notification to the form tutor and submission of a doctor's certificate. Requests for other forms of leave should be made to the School Director. Leave requests may or may not be granted.

Campus Rules

We have a green, beautiful, and well-maintained campus and littering is not appreciated. Please use the bins provided and help us preserve a clean environment.

Damage to any school property will be charged to the student responsible or divided equally amongst all students involved when not owned up. This is your school; please respect it and protect it. For wilful damage, the fine will include the replacement cost plus an administrative charge, and for accidental damage, the fine will include only the replacement cost. The respective Principal will be the arbitrator for these matters.

We are an international School in India and are sensitive to the local cultural ethos on Public Displays of Affection. Therefore, any display of physical closeness/intimacy is not allowed.

Possession or consumption of items/substances such as alcohol, tobacco, vapes, drugs, or other substances that the school thinks may be harmful to student health or detrimental to the wellbeing of the community will result in severe sanctions. For your safety, this rule is applicable both inside and outside the campus.

The Library is a 'Total Silence' zone to facilitate concentration and undisturbed learning. The permissible upper limit of the number of books that can be borrowed by a student varies for different grades. All students must check every book before borrowing as they will be held responsible for any damages to the book upon return. In case of theft/loss, the original borrower will be held accountable and will be required to pay the cost of a replacement book. If any book is long overdue, the student's membership rights will be suspended and no further materials will be issued. Students should not exchange their library books with others.

Possessions

All personal items must be clearly labelled with the student's name and ID number, and it is each student's responsibility to look after their possessions. The school provides lockers to the students and does not take any responsibility for unattended items. Possession of any of the following prohibited items can result in sanctions or other extreme actions by the school.

- Weapons, explosives, or fire hazards
- Valuables (cash, jewellery, etc.)
- Alcoholic beverages, cigarettes, vapes, drugs, or other substances
- Holi colours or water balloons
- Chewing gum
- Pets
- Age-inappropriate content
- Any other objectionable materials

The school atmosphere of total trust will be heavily impacted if a member of the Pathways School Gurgaon community is found guilty of theft or pilferage. The sanctions for this could be extremely severe and may involve civil authorities.

Movement In and Around the Campus

Movement within the school premises should be conducted briskly, quietly, and in an orderly manner, with students keeping to the right. Safety protocols require students to queue in an organised fashion. During break and lunch times, students are expected to remain in designated areas unless granted special permission by faculty members. Certain areas of the campus are considered out of bounds for students unless accompanied by a faculty member:

- The pool, PE store, all basement areas, and apparatus room.
- The maintenance department, kitchens, storerooms, and all service areas.
- The school campus on weekends/evenings when not participating in school activities.
- The administrative building, except when on official business.

Students must obtain permission from the Principal or the respective faculty member before leaving the campus or any other activity venue to ensure their security.

Senior students legally eligible to drive must obtain written permission from the School Director in case they want to drive themselves to school. Every request will be reviewed independently and may or may not be approved. The school does not take any responsibility for students who do not comply with the Government of India regulations.

For commute via private vehicles: Please do not bring students to school before 07:45 AM as they cannot be supervised before this time. Students should be picked up at the end of the day's classes. Students who have after-school activities should be picked up at the scheduled end of the activity. Students will be allowed to leave the campus only if the person picking them up is carrying the updated exeat card. In certain cases, an exeat slip signed by the respective Principal and the General Manager Administration may be used in place of the exeat card.

Transport

Following transport rules ensures the smooth running and safety of the system.

- The school operates its own buses on specific routes based on student numbers.
- Dropping students at their doorstep or accommodating route changes may not always be possible once a route is finalized.
- Changes in route or destination must be communicated in writing to the school transport authorities in advance.
- Drivers are not authorized to make route decisions and should not be called directly as the mobile phones given to them are only for emergency use.
- Students will only be allowed to disembark the school transport with a person carrying the updated exeat card.

Dos:

- Arrive at the designated stop a few minutes early as the vehicle will not wait at the stop after the prescribed time.
- Find a seat and remain seated with seat belts fastened throughout the journey.
- Be courteous to bus staff and follow instructions.

- Remember that you represent your school and behave respectfully with others.
- Be careful when disembarking and carry all your belongings.
- Behave sensibly and avoid disturbing others, especially the driver.
- Contact staff if facing any transport-related problems.

Don'ts:

- Attempt to board or disembark from a moving vehicle.
- Talk to the driver while the vehicle is in motion.
- Open doors or stand while the vehicle is moving.
- Dispose of garbage improperly or damage/vandalise the vehicle.
- Stand on the seats.

Damage to the vehicle will be charged to responsible parties or divided equally amongst passengers when not owned up. The vehicles are for your comfort, please take care of them.

Disciplinary Actions and Sanctions

Teachers and administrators are charged with the authority and responsibility to uphold these rules with fairness and dignity, aiming to instil moral and socially acceptable behaviour while fostering optimal learning conditions. While most students adhere to expectations, disciplinary measures may be necessary for rule violations.

Our constructive approach prioritizes self-discipline, aiming to minimize punitive actions and encourage self-reflection for personal growth and community wellbeing. Students participate in confidential support meetings with counsellors, with issues escalated to the Principal if needed.

Disciplinary actions vary by grade level and follow a graduated approach (including detention, conditional status, probationary status, etc) with parental involvement at various stages. At every stage, students will reflect on their actions through discussions and in writing.

Serious breaches are addressed by the Disciplinary Committee, with corporal punishment strictly prohibited. A comprehensive Child Protection Policy is maintained to ensure student safety and is accessible on the school website and the admissions office.

Health Services

The main infirmary houses 4 beds each for boys and girls, along with an isolation room. There is a secondary infirmary setup in the primary school building. The medical officer and nursing staff is always on duty, providing basic first aid and immediate treatment for minor illnesses. First aid kits are also available on all school vehicles and for students going out on school trips.

Students will undergo regular medical check-ups, including examinations for height, weight, eyes, ears, and dental health. We also have an in-house ambulance to cater to any medical emergencies. The ambulance service is chargeable.

Prior to admission, parents must complete the comprehensive health form and health history form to establish their child's medical records, which should be signed and stamped by a registered medical practitioner. This includes blood group, immunization history, any ailments/illnesses history, and any family health conditions that may be hereditary. This must be updated at the beginning of each academic year.

Detailed instructions for special medical conditions like diabetes, asthma, allergies, or drug intolerances are requested. Students undergoing any medical treatment, transient or long-term, should inform the school upon enrolment or consult the school health officer before each academic year. Students should also provide details of any illness or accident when returning to school after any absence, including vacation. Parents must also inform the health centre of any special food allergies.

In case of a medical emergency, we will make all efforts to contact parents/guardians immediately.

The school has arranged for a group health insurance for all students at an extremely reasonable premium. To ensure smooth handling of any emergencies, it is mandatory for all students to subscribe to the school's group insurance policy. For new students, the same is done at the time of admission itself. The insurance details are available at the health centre.

Catering

The responsibility of providing nutritious and healthy meals to our students is taken very seriously. CESTA Services LLP, our catering partner, is an ISO 22000 certified outfit and has aced its audit reports in food safety management. The kitchen at Pathways School Gurgaon is A+ rated by the FSSAI and is well maintained and equipped, meeting the highest standards of hygiene and food quality.

The Cesta team prepares lunch as well as morning and afternoon snacks. All meals are 100% vegetarian and the menus are varied, providing a taste of different cuisines while maintaining a healthy and balanced diet. Meals are supervised and mandatory.

In case of any dietary needs on medical grounds, please contact the respective form tutor.

Safety and Security

Campus security is undertaken by a security service through a 24-hour shift system. The boundaries are patrolled regularly and all the external gates are manned. Each building inside the campus has its own security guard who regulates exit and entry. The school premises are covered by 190+ CCTV cameras and the school has a dedicated control room which is manned 24/7 for electronic surveillance.

All external visitors to the school are required to register themselves at the entry gate of the premises and physically submit a valid identification proof.

Each student is issued **1 Identity Card** and **2 Exeat Cards**. The Identity Card must be worn by all students on the school campus and on school transport. The Exeat Card must always remain with the parents. To prevent misuse, parents are requested not to leave exeat cards with students. If found with a student, the card will be confiscated and only reissued to the parent/guardian as per procedure.

The entry and exit of students is governed by the exeat policy, with prior permissions facilitated through the respective school's EA office. To ensure safety, students will be permitted to leave the campus or bus stop only with a person carrying the updated exeat card.

Students and parents are requested to take good care of these cards as they are important parts of the school's security system. The loss of a card should be reported to the form tutor immediately. A new card will be issued and charged accordingly.

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

Emergency Procedures

The school implements well-defined disaster management policies, conducting regular drills for fire, earthquake, and lockdown situations. An emergency response team (ERT) is in place to handle medical or natural disasters. The General Manager Administration (GMA) ensures staff are adequately trained for unforeseen emergencies.

In the event of an emergency, the alarm signal is a continuous ringing of the school bell (or hand bell during power failures). Teachers will promptly instruct students to close windows, line up quietly outside classrooms, close the classroom door, and follow emergency procedures to reach assembly points.

Each Form Tutor will register their group and report any absences to the GMA. Once follow-up measures are taken and the building is deemed safe, the GMA will authorize the return to normal activities.

Communication

Effective school communication is the cornerstone of a thriving educational environment. For queries, concerns, or information regarding your ward, you are encouraged to contact the Form Tutor. Other points of contact including the Head of Admissions and Communications, the Parent Relations and Communications Manager, the respective Principal, and the School Director are always available and individual appointments can be scheduled.

The school offices are open from **8:00 AM to 04:30 PM, Monday to Friday**, and on two Saturdays as specified in the annual calendar. Written communication can be sent outside of these hours, and we will try to respond as quickly as possible.

Please refer to the communication matrix below, which aims to facilitate efficient information exchange, foster collaboration, and promote active parental involvement. Parents should use the designated channels for addressing concerns or queries, ensuring clarity and swift resolution. We prioritize open communication and ethical conduct to foster a positive and supportive school culture.

COMMUNICATION ESCALATION MATRIX								
Concerned Departments	Homeroom/ Subject Teacher	Sports Coach/ Physical Education	Administration - including Grounds/ Buildings Maintenance/ Hygiene	Pastoral Care	Admissions – New ID or Exeat cards/ Transfer certificates/ Fee related/ Changes in Database	Financial Matter	School Uniform	School Events
Level 1 Escalation (Resolution time: 48 working hours)	Homeroom Tutor/ Co-Tutor/ Subject teacher/ Grade IC	Sports Coach/ Instructional Coach – P.E.	General Manager, Administration	Instructional Coach/ Student Counselor	Admissions Counselor	Accounts Manager	Store Manager	School EAs/ Homeroom Tutor
Level 2 Escalation (Resolution time: 24-48 working hours)	Respective School Principal with CC to EA	HOD Sports	Parent Relations Manager	Respective School Principal with CC to EA	Parent Relations Manager	Finance Head	Parent Relations Manager	Respective School Principal with CC to EA
	Parent Relations Manager	Parent Relations Manager		Parent Relations Manager	Head of Admissions and Communications		General Manager, Administration	Parent Relations Manager
Level 3 Escalation (Resolution time: 24 hours)	School Director							

Pathways School Gurgaon uses several media platforms to engage with stakeholders:

- **Email:** General information, queries, escalations.
- **Toddle:** Timetable, attendance, student reports, assessments, resource material, family profile, transport updates.
- **Social Media** (Facebook, Instagram, LinkedIn, Twitter, YouTube): Showcase and celebrate achievements, events, noteworthy news, photographs/videos.
- **Website:** Information repository and public policies.

Weekly school-specific email newsletters enable the learning community to be aware of programme delivery, highlights, and learning updates in the class. The school also releases a **monthly newsletter**.

Mobile phones are not allowed on campus unless approved by the Principal’s office. This approval is given for the comfort of parents and is only for students to contact home after school hours and/or on the way home. Even with this approval, mobile phones must be switched off (and not simply on silent mode) during school hours and must be deposited with the form tutor at the time of arrival and must be collected at the time of departure.

Students needing to contact home urgently during school hours can get in touch with the respective EA, who will assist them in using the school landline.

Please remember to inform the school in writing regarding any changes in email address, postal address, or phone numbers.

Parental Engagement

The mutual trust and collaboration of the parent community serve as the driving force behind providing a seamless and enriching learning environment for our students. Henry Ford once said, "If everyone is moving forward together, then success takes care of itself."

- **Pathways Parent Partnership (PPP):** The PPP is a self-nominated body of parents that serves as a representation of the entire parent body across the four programmes of the school. They act as a bridge between the school and the parent community to coordinate matters and information as and when required. Additionally, they establish and manage batch groups for multiple grades and foster a sense of belonging.
- **Path-Play:** A series of exclusively curated limited-seating events for our parents to relive their school days and pick up a new skill. In the past we have hosted sports matches, visual art and performing art workshops, design technology workshops, etc.
- **Path-Dialogue:** A series of talks for our parents and students by eminent members of the parent community and some external visionaries. Kickstarted with a session by Mr. Ankur Warikoo, a best-selling author, prominent content creator, founder of nearbuy.com, and a Pathways School Gurgaon parent.
- **Coffee Mornings:** Scheduled informal gatherings where parents can meet with the school's Pedagogical Leadership Team over a cup of coffee. This serves as an opportunity for parents to get updates on school happenings, ask any questions, connect with the faculty, and stay involved in their children's education.

Parental Expectations

At Pathways School Gurgaon, we prioritize fostering a positive educational environment built on mutual trust and respect between students, parents, and faculty. To ensure the security and dignity of our learning community, it's essential for all parents to adhere to our code of conduct, which promotes respectful and considerate behaviour.

Parents are expected to:

- Communicate promptly, honestly, and openly about their child, utilizing the school's communication channels for inquiries and concerns.
- Keep themselves updated with school events, the academic calendar, newsletters, curriculum, and other relevant information.
- Follow traffic guidelines in the parking area and comply with instructions from security guards. Sensitize accompanying staff about these guidelines as well.
- Understand and adhere to the school's policies, the Parent Student Handbook, and the Child Protection Policy.
- Conduct themselves respectfully on the school campus, adhering to a dignified attire.
- Treat all members of the school community with respect, including faculty, staff, parents, students, and support staff.
- Avoid unauthorized entry or remaining on campus outside of operational hours.

- Attend school events such as Parent-Teacher Meetings (PTM), Parent-Teacher-Student Conferences (PTSC), and other form days organized by the school.
- Schedule meetings with faculty outside of class hours via email, ensuring minimal disruption to regular classroom activities. No direct phone calls to faculty should be made after 6pm without a prior appointment.
- Counsel children under their care regarding behaviour that may lead to conflict or unsafe actions, collaborating with the school's guidance when necessary.
- Utilize social media constructively, refraining from speculation on internal matters or commenting on individuals associated with the school in a negative manner.
- Report any conflicts among students to school authorities rather than addressing them directly, either on campus or on school buses.
- Ensure children bring only appropriate items related to their learning in school.
- Always carry exeat cards for identification purposes when on school premises.

Parents should refrain from:

- Taking pictures or videos during school sessions such as staff meetings, PTMs, and other school discussions.
- Gifting items of value that may be perceived as influencing actions or decisions to gain an unfair advantage.
- Damaging school property.
- Sending abusive, threatening, or disrespectful communication to any member of the school community.
- Displaying inappropriate behaviour including using offensive language or being loud.

Fee Policy

As an independent private school, we maintain high academic standards and excellent infrastructure/facilities. Our fee structure and policies are designed to support these offerings.

The fee structure is available on the school website and with the admissions office. The fee structure is reviewed annually and amendments, if any, will be updated on the document well before the new academic year begins.

All fee components are applicable for the school's academic year, which runs from July to June.

The one-time registration fee is non-refundable regardless of whether the school offers the admission or not. Once a prospective student receives the acceptance letter in writing, they are required to pay the admission fee (non-refundable) and the security deposit (refundable) as applicable to secure their spot.

The composite fee includes tuition and other ancillary services such as meals, co-curricular activities, sports facilities, library, science labs, standard stationery kits, etc. The composite fee does not include charges for uniforms, textbooks, annual camps, off campus activities and sports, external examinations, college applications, specialized projects/activities, additional subject support, insurance, visas, transportation, etc.

The school offers a Pre-Term Programme for new students ahead of the new academic year, the fee for which is equivalent to one instalment of the applicable composite fee.

Learning Support (LS) and English Support (ES) fees, if applicable, shall be charged twice a year on a per semester basis. These are payable along with the composite fee.

The transport fee is an optional fee component and will be charged twice a year on a per semester basis. This is payable along with the composite fee. Should a student wish to start availing the school's transport service mid-semester (subject to seat availability), the fee shall be prorated and the date of joining shall be considered as the 1st or the 16th day of the month, depending on the date the student starts availing the school's transport service. If a student wishes to withdraw from the school's transport service in the middle of a semester, he/she shall still be charged for the full semester. Any address changes must be communicated to the admissions team with a valid proof of the new residence. Addition to / withdrawal from the transport facility needs to be informed to the transport/finance/admissions team by email.

Students who have secured and confirmed admission but join the school after the start of the academic year would still need to pay the full year's fee.

If the school offers admission to a student in the middle of a semester, the fee payable will be prorated 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 joins 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.

Transfer certificates and letters of recommendation will only be issued once all outstanding dues have been cleared.

Failure to comply with the fee policy and timelines may result in the student being barred from classes/examinations, may result in the cancellation of enrolment, and may lead to forfeiture of the refundable security deposit.

The school management reserves the right to revise/amend the fee structure from time to time at its sole discretion.

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 School Gurgaon and/or interpretation hereof shall be decided by the sole arbitration of the nominee of the Chairman of Pathways School Gurgaon. 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.

Payment Plans and Modes

There are two payment plans available:

1. Annual Payment Plan: All fee components payable by 15th May. You are encouraged to use this option to avail the benefit of a 5% rebate on the composite fee only.
2. Quarterly Payment Plan: Annual fee payable in four instalments as stated below. We request you to ensure timely payments to avoid incurring the late fee charges of 2% per month on the outstanding amount.
 - a. 1st Instalment: payable by 15th May
 - b. 2nd Instalment: payable by 15th August
 - c. 3rd Instalment: payable by 15th November
 - d. 4th Instalment: payable by 15th February

Payments can either be made through the online payment gateway (credit card/ debit card/ net banking/ UPI/ EMI) or through a wire transfer (bank account details can be obtained from the finance department).

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 INR 1000 besides the bank charges shall be debited to the student's account.

All fee payments must adhere to the specified 'Pay By Dates' as outlined in the fee structure to ensure uninterrupted schooling for your child. Payments made after this date will incur a late fee penalty of 2% per month on the outstanding amount.

Rebates

There are three types of rebates available:

1. Annual Payment Rebate: Parents opting to pay all fee components (including optional fee components as applicable) for the full year by 15th May shall be eligible for a 5% rebate on the composite fee only. New admissions must make the complete payment, as prescribed, latest by 30th June to avail the annual payment rebate.
2. Sibling Rebate: Second and subsequent children of the same parents are eligible for a 10% rebate on the composite fee only. This is only applicable to the younger sibling(s). Please note, the moment the eldest sibling graduates or withdraws from the school, the next sibling will lose their rebate eligibility, having now become the eldest.
3. Alumni Child Rebate: Children of Pathways alumni will be eligible for a 50% rebate on the one-time admission fee.

Contingency Account

A Contingency Account is maintained for all students as an imprest account.

All students are required to maintain a refundable contingency deposit of INR 15,000 for meeting incidental expenses including uniforms, textbooks, annual camps, off campus

activities and sports, external examinations, college applications, specialized projects/activities, additional subject support, insurance, visas, etc.

New students must deposit an additional INR 10,000 to cover initial expenses incurred at the time of joining.

A detailed statement of the contingency account is emailed 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.

Refundable Security Deposit

Every admitted student is required to pay a refundable security deposit equivalent to two instalments of the applicable composite fee. Annually an incremental amount must be paid to bring the security deposit at par with two instalments of the then applicable composite fee.

This deposit is non-interest bearing and is refundable upon the student graduating or withdrawing from the school, subject to submission of the no dues certificate and other conditions as laid out elsewhere in this handbook.

Refunds for graduates/withdrawals/transfers (including those in the middle of the semester) are processed twice in an academic year – at the end of each semester. The security deposit refunds are processed within 60 days of the student’s last date of attendance or the date of the withdrawal intimation (whichever is later) after adjusting unpaid dues, if any, including notice period fee in lieu of insufficient notice, if applicable.

Under no circumstances can the security deposit be adjusted against any other fee components or charges. Even if a student has given withdrawal notice or will graduate in the following semester / academic year, he/she needs to continue paying all fee components and charges till he/she attends the school.

Admissions Criteria

Admissions are based on an assessment of the following factors (in no particular order):

- Submission of a complete admission application (including all required documents and forms as mentioned in the enrolment guide).
- Meeting all the promotion requirements of the preceding grade.
- Academic aptitude is appropriate for entry into the grade applying for.
- Availability of seats at the school given the capacity.
- The school’s ability to address the applicant’s educational needs, including special needs, if any.
- Age appropriateness as per the IB and the Government of India norms. The age requirements (in years) for each grade with the cut-off date of 31st July are:
 - Pre-Nursery 3-4
 - Kindergarten 5-6
 - Nursery 4-5
 - Grade 1 6-7

○ Grade 2	7-8	○ Grade 8	13-14
○ Grade 3	8-9	○ Grade 9	14-15
○ Grade 4	9-10	○ Grade 10	15-16
○ Grade 5	10-11	○ Grade 11	16-17
○ Grade 6	11-12	○ Grade 12	17-18
○ Grade 7	12-13		

- Willingness to participate and add value to all aspects of school life.
- Ability of the student to balance the school's academic demands and co-curricular demands including participation in sports, arts, cultural, and service activities.
- Satisfactory reference checks, letters of recommendation, and past transcripts received directly from previous schools, if any.
- Applicants to grade 5 must join at least two months before the PYP exhibition to receive the PYP Graduation Certificate.
- English proficiency is gauged for all applicants as part of the admission procedure, and the English Support programme is recommended for certain students as per the school's judgement. Applicants to grade 6-12 must additionally complete a written English language proficiency assessment.
- Applicants to Grades 6-8 must join latest by 31st January of the current academic year.
- For applicants to Grades 9-12, only transfers from similar curricula are considered.
- For students with non-Indian passports, it is a statutory requirement to register themselves with the Foreign Resident Registrar's Office (FRRO). A copy of the form must be submitted to the admissions office.
- Signing the 'Enrolment Contract' and other ancillary forms (including the Student Form, Health Form, Consent Form, Meal Form, IT Undertaking, etc) as part of the admissions process, thereby agreeing to adhere to the school's policies.

The school reserves the right to make the final admission decision and may or may not accept an applicant, irrespective of fulfilment of the above conditions. Reasonable exceptions to this policy may be made occasionally at the discretion of the School Director.

Admissions Procedure

The admissions process at Pathways School Gurgaon is designed to identify bright minds eager to embark on a transformative educational journey. To cater to the dynamic needs of an increasingly mobile world, Pathways School Gurgaon offers year-round admissions to students of all nationalities.

Our dedicated admissions team is readily available to assist families throughout the application process and answer any questions they may have.

1. **School Visit:** We warmly invite you to visit Pathways School Gurgaon and experience our exceptional educational environment first-hand. Explore our state-of-the-art facilities, meet our dedicated faculty, and discover the enriching opportunities that await your child.

2. **Application:** The online application collects essential details about the student's personal and academic background and interests.
3. **Interaction:** Every applicant participates in scheduled interactions with the Head of Admissions and Communications, the respective Principal, and the School Director. We believe in understanding each applicant's unique learning style, strengths, potential, and aspirations to facilitate a truly student-centric approach to education. These sessions are designed to allow the faculty to assess the applicant's readiness for the school's academic rigor/values and provide an opportunity for applicants and their families to gain a deeper understanding of our ethos and educational philosophy.
4. **Assessment:** Applicants to Grades 6-8 will undergo a written assessment in English and mathematics, while the same for applicants to Grade 9 and 11 will include integrated sciences as well.
5. **Admission:** Admissions at Pathways School Gurgaon are based on a holistic evaluation, welcoming students who are not only academically strong but also possess a curious mind and a passion for learning. Upon successful admission, the school provides a comprehensive orientation program, helping incoming families acclimatise to the campus and its vibrant learning community.

All overseas applicants must obtain a visa from the Indian embassy of the country of residence. Once a student has been accepted for admission, the school will issue a letter of confirmation with the effective date of joining. This document may then be used as part of the visa application. It is the parent/guardian's responsibility to ensure that the student always has a valid passport and visa.

Sabbaticals

In case a household is relocating for a brief period, or in case there is any other compelling reason, the parents can request for a sabbatical in writing. All sabbatical cases including their extensions must be duly approved and sanctioned by the School Director.

Sabbaticals are offered **for a period of 1 year, extendable by another year**. The maximum duration for a sabbatical can be 2 years. Sabbatical requests for the following semester should be received in writing by the school before the cut off dates of 30th April and 30th November for the respective semesters, failing which a notice period fee (equivalent to two instalments of the composite fee applicable for the next semester) will be applicable, which may be adjusted from the security deposit.

The sabbatical option is not available to students finishing Grades 9 and 11 and to fee defaulters.

At the time of availing the sabbatical facility, the student account should be settled and all dues, if any, should be cleared fully. No fee is payable by the student during the sabbatical period. The refundable security deposit as applicable for the year the student last attended

school shall be retained as security for guaranteeing a seat upon return (given that the re-entry was notified in time).

Parents must notify the school on or before 30th November or 30th April for the student's re-entry in the following semester. For middle of semester re-entry, parents must notify the school at least 60 days prior to the date of re-entry. In the absence of such timely notification, the guaranteed seat may no longer be available to the student.

Failure to adhere to the above timelines and/or non-return of the student after the sabbatical period's expiration will result in the following forfeitures:

- 50% of the security deposit if the written sabbatical request was sent within the prescribed notice period timeline (by 30th November / 30th April of the same year).
- 100% of the security deposit if the written sabbatical request was sent after the prescribed notice period timeline (by 30th November / 30th April of the same year).

The registration and admission fee are waived for students returning within the approved sabbatical timeline. Returning students shall have to pay incremental security deposit at the time of re-joining to bring it at par with two instalments of the then applicable composite fee.

Returning students may have to take a placement assessment as per school policy. The school reserves the right to determine the appropriate grade in which the student can re-enter.

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 based on behavioural/academic or any other issues reported by the last school attended by the student.

Withdrawals

We hope every student finds Pathways School Gurgaon a conducive centre of learning and personal growth and completes his/her schooling journey here. However, we understand that withdrawals may occur for various reasons. Such exits should ideally coincide with the end of a semester. Students leaving in the middle of a semester will still have to pay the applicable fee for the complete semester.

Parents/guardians must send a written withdrawal notice to the School Director, with copies marked to the respective Principal, the Head Admissions and Communications, and the Head Finance. The deadlines for sending this written notice are as follows:

- End of 1st Semester withdrawals: no later than **30th November** of the same year.
- End of Academic Year withdrawals: no later than **30th April** of the same year.
- Pre-term withdrawals in the Year of Entry: no later than **30th June** of the year of entry.

Failure to adhere to the above timelines for written withdrawal notice duly acknowledged by the school will incur a 'Notice Period Fee' equivalent to two instalments of the composite fee applicable for the next semester, which may be adjusted from the security deposit.

All withdrawing students must obtain a 'Withdrawal Form' from the Admissions Office and complete all the information and requirements stipulated therein. Non-completion of the same shall lead to the withholding of examination results, reports, transfer certificates, and/or letters of recommendation. Any school property must be returned to the respective departments in a good condition. Registration Fee and Admission Fee are non-refundable. Any instruments, equipment, 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 applicable fee for the entire semester, failing which it shall be adjusted against the security deposit.

A 'No Dues Undertaking' (available with the finance department) needs to be submitted before claiming refunds from the school. Refunds for all graduates/withdrawals/transfers shall be processed within 60 days of the student's exit date or the date of withdrawal intimation, whichever is later. Unpaid dues (including notice period fee), if any, are deducted.

For legal and ethical reasons, the school team cannot respond to any requests or provide any information to prospective schools unless they receive a written withdrawal notice from the parent. Transfer Certificates and Letters of Recommendation are issued only once all dues to the school are settled and all school property is returned in good condition.

Re-Admission

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 shall be waived for students seeking re-admission within one year of withdrawal. 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 the withdrawal has been 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.



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