

# 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

### 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.

### **High Quality Learning Shared Understanding**

Know. Do. Become.

### **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”.

### **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.

### **Portrait of a PSG Panther**

Creating a vision of success for all our learners.

Competencies:

- Cognitive Flexibility
- Unstructured Problem Solving
- Collaboration and Leadership
- Resilience
- Communication and Listening
- Introspection and Emotional Intelligence

Mindsets:

- Growth and Learning
- Service
- Healthy
- Ethical
- Global
- Equity and Inclusion
- Sustainability

## **Affiliations and Accreditations**

- International Baccalaureate (IB): Based in Geneva, Switzerland, the IB is a global leader in international education. We are authorised 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): Highest level of certification indicating exemplary performance in sustainable site development, water savings, energy efficiency, material selection, and indoor environmental quality. This acknowledges the school's commitment to sustainability and environmental responsibility.
- Great Place to Work: Reaffirming our commitment to an inclusive and inspiring workplace.

## 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**.

Further, we have the following leadership roles:

- **Primary School Principal** (Toddlers to Grade 5)
- **Primary School Deputy Principal** (Toddlers to Grade 5)
- **Head of Secondary School** (Grades 6 to 12)
- **Head of Well-Being** (Grades 6 to 12)
- **Middle School Deputy Principal** (Grades 6 to 8)
- **Senior School Deputy Principal** (Grades 9 to 12)

Academic planning is supported by the **Head of 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 safety and security, estate management and maintenance, school transport, catering and food, uniform, stationery, and support staff.

The **Head Admissions, Communications, and Marketing, Head Finance and Compliance, 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 shared with parents, students, and faculty. The calendar is available on Toddle, the school website, and the monthly newsletter.

The regular school day runs from **8:00 AM to 3:30 PM**. On Thursdays, the school day concludes slightly earlier at **2:15 PM** for students, followed by our weekly INSET session for staff from 2:30 PM to 4:30 PM—a longstanding Pathways tradition that underscores our commitment to continuous professional growth and reflective practice.

## Curriculum

The academic systems at Pathways School Gurgaon follow a fourfold track: the **Toddler Programme**, the **IB Primary Years Programme** (Pre-Nursery to PYP 5), **IB Middle Years Programme** (MYP 6 to MYP 10), and either the **IB Diploma Programme** or the **IB 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.

- Written 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 experiential learning 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 15 students in the Toddlers Programme, 20 students in Pre-Nursery and MYP 4 – DP/CP 2 and to 24 students in Nursery – MYP 3. Each classroom is led by certified educators who foster an inclusive, inquiry-driven, and academically rigorous 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).

The IB curriculum seamlessly integrates various 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 all fields. 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.

Experiential learning is encouraged through a multitude of activities. As part of the consent form, parents are requested to give permission for their children to join field trips and other 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. Additionally, the school regularly organises guest speaker sessions with eminent individuals and qualified experts to enhance students' real-world exposure. We also host events such as the Human Library, wherein students get the opportunity to interact with individuals from a multitude of backgrounds and cultures and develop understanding and empathy by listening to and learning from their personal stories and experiences.

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 for continued study. At our school, language acquisition is taught in phases and seen as a bridge to empathy, intercultural understanding, and a more connected world.

Homework expectations increase progressively across the school years, supporting students in developing the discipline and skills needed for future academic and professional demands. 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.

### **Toddler Programme**

Pathways School Gurgaon is excited to offer an educational program to support the growth and development of children aged 2 to 3 years. Designed by early childhood education experts, this initiative focuses on enhancing foundational skills through play-based learning and age-appropriate activities. The program aims to nurture cognitive, motor, language, and social-emotional abilities during this critical stage of development.

Structured around interactive sessions, the curriculum engages toddlers in activities that promote problem-solving, creativity, and communication. With a strong emphasis on hands-on learning, children are encouraged to explore their environment, develop fine and gross motor skills, and build early literacy and numeracy concepts in a fun, supportive setting.

Parents and caregivers are also involved, receiving guidance on how to reinforce learning at home and track developmental milestones. The program not only prepares young children for preschool but also fosters a love of learning from the earliest years.



Experts highlight that early intervention and stimulation significantly impact long-term academic and social success. This program serves as a stepping stone to lifelong learning, giving children a strong start and setting the stage for continued achievement in school and beyond.

### **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 concept- and context-driven education. Students are encouraged to connect their learning to real-world issues and develop research, communication, and critical thinking skills.

All MYP subjects have defined teaching objectives, are assessed using criterion-related frameworks, and are designed with strong interdisciplinary connections. The inquiry-based curriculum nurtures students' curiosity while developing their research, application, communication, and presentation skills. Students also engage in collaborative learning, sharing experiences and working effectively in teams.

An exciting core component of the MYP is the individual long-term Personal Project. This is a long-term independent enquiry that allows students to explore a topic of personal interest. It represents the consolidation of learning in the MYP, encouraging self-directed investigation through goal setting, ideation, planning, creation, evaluation, and reflection. This culminating showcase is celebrated at a dedicated exhibition, where students present their learning journeys and final products to the wider community.

In MYP 5, students are registered for IB eAssessments, a set of externally assessed, standardised examinations conducted by the IB. Students who meet all requirements receive the official MYP Certificate. Those registered for fewer subjects receive a course result in recognition of their achievement.

### **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.
- The CP Core is designed to develop adaptable, future-ready individuals through authentic, connected, and transferable learning. It fosters critical thinking, ethical understanding, intercultural awareness, and professional readiness – crucial skills in today's evolving global landscape.
  - Personal and Professional Skills (PPS): A 100-hour course focused on ethical reasoning, collaboration, and future-ready skills through inquiry and reflection, supported by a student-curated portfolio.
  - Reflective Project (RP): An independent investigation into an ethical issue related to the student's career pathway, encouraging deep reflection and presentation through multiple formats.
  - Community Engagement (CE): Students engage meaningfully with communities through inquiry-based, action-oriented learning that emphasizes reciprocity, systems thinking, and civic responsibility.
  - Language and Cultural Studies (LCS): Students explore and expand their linguistic and cultural understanding in ways relevant to their personal and professional growth, emphasizing inquiry and identity.

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**

By virtue of our NEASC-accreditation, we are proud to offer 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 are encouraged to 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, and glue. 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.

### **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

As there are no formal examinations in the PYP, continuous assessment is conducted through class work, home assignments and projects. Progress is shared regularly to provide ongoing feedback to both 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 offer an asynchronous day, designed to empower students to take ownership of their learning by independently completing assigned tasks. This systematic evaluation is put together in the form of a comment-based semester report twice in an academic year. Learners in PYP 5 culminate their PYP journey with the PYP Exhibition, a comprehensive assessment that showcases their learning, skills, and understanding developed throughout the primary years.

From MYP 1 onwards, students are introduced to the formative and summative assessments through a blend of examinations, class tests, assignments, projects, and presentations. In preparation for the MYP final examinations, students are introduced to eAssessments from MYP 3 onwards. This varied approach equips students to meet diverse academic demands, fostering adaptability and skill proficiency.

As students progress, internal assessments are tailored to prepare them for the stringent requirements of the MYP and DP/CP final examinations. The format 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 closely reviewed to evaluate each student's preparedness for the MYP and DP/CP final examinations. In MYP 5 and DP/CP 2, internal examinations serve as mock tests, mirroring the structure and expectations of the IB final examinations.

At Pathways School Gurgaon, the examination protocols for the IB MYP, DP, and CP programmes are governed by IB guidelines and rigorous standards to ensure the integrity of the assessment process. These programmes enforce strict guidelines around 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, we conduct all internal examinations strictly in line with the IB guidelines. This commitment to rigor and ethical conduct not only protects the credibility of student achievements but also reinforces the esteemed reputation of the IB programmes we offer.

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 outlined in the school calendar, with final timetables shared once released 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.

## **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, Open Houses, Parent Dialogues, 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.

## **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

A Pathways education is defined by high standards of academic performance and integrity. Throughout the educational journey at Pathways, students are taught the importance of original thought, critical thinking and responsible research practices, emphasizing the need to properly cite sources and give credit to the work of others to uphold academic integrity. The school provides ongoing support, guidance, resources and individualized instruction to help students understand and apply these essential concepts. We expect students to conduct themselves honourably and with a sense of honesty.

Academic malpractice 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.

Students should be meticulous about reporting the sources from which they drew their information or ideas and the processes they used to produce academic work.

Cheating involves, but is not limited to:

- Obtaining help from or giving help to another student during an individual quiz, test or examination.
- Obtaining, without authorization, a quiz, test, or examination, including using a camera or microphone to capture sensitive information.
- Submitting the same written or oral material for more than one assignment without obtaining authorization from the instructors involved.
- Using or appearing to use books, notes, devices, or any other unauthorized sources of information during a quiz, test, assessment or examination.
- Using information technology, including Artificial Intelligence (AI), without the explicit permission of the instructor (e.g., using a generative AI, electronic language translator without teacher permission, storing formulae in a graphing calculator in a test situation, etc.).
- Altering any answers or grades after they have been submitted for grading or finalized.
- Forging, falsifying or altering any information on application forms, transcripts, school records or communication.
- Engaging in dishonest conduct in any competitive event.

Plagiarism involves, but is not limited to:

- Submitting or participating in the submission of any assignment that has been knowingly obtained or copied in whole or in part from another individual's work without a clear identification of the source.
- Neglecting to identify a quotation, a documented idea, information acquired through a personal interview or a passage that is paraphrased in such a way that the reader is misled as to the source.
- Obtaining and using the work product of another individual (student or adult) without the expressed consent of the instructor; using data, content and write-ups from other sections of a course or from previous terms when the course was conducted, fabricating data to fit the expected results.
- Any student who provides their own work or intellectual property to another student without instructor permission.
- Using Artificial Intelligence and AI-generated content for any school-related purpose without the explicit permission of the instructor or without citation of the content as AI-generated. Students are required to disclose their use of AI platforms and work directly with their teacher(s) on any assignments that employ AI applications. Using AI, without the explicit permission of the instructor or without disclosure and citation of the content as AI-generated, is prohibited.

Pathways believes it is essential that action be taken when any instances of academic malpractice occur, and sanctions 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.

## 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.

We currently offer the following sports:

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



Younger Primary School students will follow a plan to develop and grow motor coordination, strength, flexibility, and stamina. Gradually, activities that develop skills to lead up to sporting activities will be introduced and students of PYP 4 & 5 onwards will engage in various sports.

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.

The school even offers extended curriculum opportunities such as after-school sports and other enrichment activities to support students' holistic development beyond the classroom.

## 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.

In alignment with the International Baccalaureate's position, the use of AI tools is permitted only when it supports ethical and transparent learning. Students are required to disclose their use of AI platforms and work directly with their teachers on any assignments that employ AI applications. Using information technology, including AI, without the explicit permission of the instructor or in a way that is intended to replace the student's own work, or without citation of the content as AI-generated, is prohibited.

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](http://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 streamlined curriculum design, unit planning, task management, assessments, 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. This also is the space where communication is shared for ready reference as announcements, including managing online classes during any unforeseen situations of online school. It is vital that parents familiarise themselves with this platform and view it regularly.

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. 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 including expulsion.

Students must ensure responsible use of technology. They must:

- Uphold the school values and philosophies during digital activities
- Use devices in school only when authorised to do so
- Keep any personal/confidential information secure
- Upload a recognisable solo photo of themselves as their profile picture
- Respect each other's digital privacy and not bully/harass/abuse/threaten others
- Sign in to their school account while on the school internet
- Maintain decency and responsibility in accessing, downloading, and sharing content
- Not modify their devices without explicit permission
- Not attempt to access/interfere with areas of the system without prior authorisation
- Not attempt to cause harm to the network or the school's/others' devices and data
- Not use incognito/private mode and not use VPNs or other proxies
- Not use bandwidth excessively
- Not impersonate any other individuals or use their login credentials
- Not capture/upload any pictures/videos of others without their consent
- Not carry pen drives, hard drives, personal hotspots, or any other external devices

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.

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.

## 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.

**Guidance and Career Counselling:** 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. Students in DP/CP are supported throughout the university selection and application journey by a dedicated guidance team. 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 body is divided into four houses: Air, Earth, Fire, and Water. Each house is led by a teacher coordinator, a house captain, and a 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.

The student councils are solely student-run bodies, formed through a detailed election process that involves both teachers and students. Students nominate themselves and then teachers ratify their eligibility. After the candidates address the audience, students vote for the student council, followed by house-wise voting for their respective house 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 grey 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 must 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 designated working days as specified by the respective 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                 | • Belt x 1               |
| • Formal Tan Skirts/Trousers/Shorts x 3 | • Black Formal Shoes x 1 |
| • Regular Blue Polo Shirt x 3           | • Sports Shoes x 1 Pair  |
| • House Polo Shirt x 2                  | • Blazer x 1             |
| • Regular Shorts/Trackpants x 2         | • Sweater x 1            |
| • Socks/Stockings x 5 Pairs             | • Fleece Hoodie x 2      |
| • Tie x 1                               | • 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/rings/necklaces 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.

While the school has a detailed discipline policy and escalation matrix, the focus is on restorative practices that encourage students to reflect on the impact of their actions, engage in open dialogue, and take accountability for their behaviour.

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 85% 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. Leave for a day must be notified by the parent to the form tutor first thing in the morning or the prior evening. Medical leave for one or two days requires a letter to the respective Principal upon return, while longer absences also require a notification to the form tutor and the 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.

All exeat requests for early release must reach the office of the respective school EA no later than 10:00 AM on the applicable day. The request must contain information of the person picking up your ward including full name, relationship with the student, vehicle number, and mobile number.

### **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: Students should not be brought to school before 7:45 AM as supervision will not be available prior to 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 laptops, mobile phones, 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								
	General/Academics	Physical Education	Administration	Pastoral Care	Admissions	Finance	Uniform	Events
Level 1 (Resolution time: 48 working hours)	Form Tutor / Co-Tutor / Subject Teacher / Grade IC	Sports Teacher / IC Physical Education	General Manager Administration	IC / Student Counsellor	Admission Counsellor	Accounts Manager	Store Manager	Respective EA / Form Tutor
Level 2 (Resolution time: 24-48 working hours)	Respective Principal with CC to EA	HOD Physical Education	Marketing and Community Relations Manager	Respective Principal with CC to EA	Head Admissions, Communications, and Marketing	Head Finance and Compliance	General Manager Administration	Respective Principal with CC to EA
	Marketing and Community Relations Manager	Marketing and Community Relations Manager		Marketing and Community Relations Manager	Marketing and Community Relations Manager		Marketing and Community Relations Manager	Marketing and Community Relations Manager
Level 3 (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."

At Pathways, we believe that a strong partnership between home and school is essential to every child's growth. We offer a range of meaningful touchpoints to keep parents actively connected to their child's learning journey. Together, these opportunities nurture a culture of trust, transparency, and shared purpose – because at Pathways, we don't just educate children, we walk alongside the families who raise them.

- **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 Connects:** Scheduled informal gatherings where parents are warmly invited to engage in conversation with the school's Pedagogical Leadership Team and get updates on school happenings, ask any questions, connect with the faculty, and stay involved in their children's education.
- **Learning to Learn Day:** Held at the beginning of the academic year, these sessions are designed to orient and induct parents into the curriculum, routines, and expectations of their child's new grade level or IB Programme (PYP, MYP, DP, or CP). It's a deep dive into how and why their child learns the way they do at Pathways.
- **Parent-Teacher-Student Conferences (PTSC):** A reflective, three-way dialogue among the student, teacher, and parent that provides a platform for students to share their progress, challenges, and learning goals. It is a powerful moment of voice, accountability, and collaboration.
- **Parent-Teacher Meetings (PTM):** Formal meetings that allow teachers and parents to discuss academic performance, social-emotional development, and the next steps in learning support or enrichment.

## 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 ID cards for identification purposes when on school premises.

Parents should refrain from:

- Displaying inappropriate behaviour including using offensive language, being loud, or sending abusive, threatening, or disrespectful communication.
- 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.

Pathways does not endorse or associate itself with any private parties and while they are not the concern of the school, we advise the following:

- (Till Grade 5) We urge that invitations to such parties are not issued to children in class unless all members of the classroom are invited. It is especially hurtful to young children when exclusive invitations are issued at school.
- In support of responsible and safe student behaviour off campus, one area of concern is private parties which may be unsupervised or where alcohol or other substances are available. Pathways students are not immune to dangers including alcohol toxicity, drug overdoses, sexual assaults, and fights and brawls. Students who attend such parties are at risk, and parents/guardians who host parties or facilitate parties at venues, such as hotels, assume liability for all eventualities that occur. This includes, but is not limited to, parties that precede or follow Pathways School Gurgaon events.

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

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.

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, 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 1<sup>st</sup> or the 16<sup>th</sup> 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 already 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 1<sup>st</sup> 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. 1<sup>st</sup> Instalment: payable by 15<sup>th</sup> May
  - b. 2<sup>nd</sup> Instalment: payable by 15<sup>th</sup> August
  - c. 3<sup>rd</sup> Instalment: payable by 15<sup>th</sup> November
  - d. 4<sup>th</sup> Instalment: payable by 15<sup>th</sup> 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 15<sup>th</sup> May shall be eligible for a 5% rebate on the composite fee only. New admissions must make the complete payment, as prescribed, latest by 30<sup>th</sup> 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 31<sup>st</sup> July are:
 

○ Toddler	2-3	○ Grade 5	10-11
○ Pre-Nursery	3-4	○ Grade 6	11-12
○ Nursery	4-5	○ Grade 7	12-13
○ Kindergarten	5-6	○ Grade 8	13-14
○ Grade 1	6-7	○ Grade 9	14-15
○ Grade 2	7-8	○ Grade 10	15-16
○ Grade 3	8-9	○ Grade 11	16-17
○ Grade 4	9-10	○ Grade 12	17-18
- Willingness to participate and add value to all aspects of school life.
- Ability of the student to balance the school's academic demands and experiential learning 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 31<sup>st</sup> 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.

To ensure a seamless transition into the IB Curriculum, Pathways School Gurgaon offers an exclusive Pre Term Programme for new students ahead of the new academic year. This 6-8 week programme is designed to acquaint the students with the new learning pedagogy and environment. We offer a limited number of seats for our Pre Term Programme on a 'first come first served' basis.

## 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. 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.

All sabbatical cases including their extensions must be duly approved by the School Director. Sabbaticals are 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 30<sup>th</sup> November / 30<sup>th</sup> April of the same year).
- 100% of the security deposit if the written sabbatical request was sent after the prescribed notice period timeline (by 30<sup>th</sup> November / 30<sup>th</sup> 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.

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.

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. 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

At Pathways School Gurgaon, we are deeply committed to nurturing each student's learning journey from entry to graduation. It is our sincere hope that every child finds our school a place of growth, inspiration, and belonging. However, we understand that, for a variety of reasons, families may occasionally need to make the decision to withdraw. 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 1<sup>st</sup> Semester withdrawals: no later than **30<sup>th</sup> November** of the same year.
- End of Academic Year withdrawals: no later than **30<sup>th</sup> April** of the same year.
- Pre-term withdrawals in the Year of Entry: no later than **30<sup>th</sup> 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 exiting families must collect 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.

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.

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.

## Re-Admission

We understand that sometimes families return after a move or temporary transition. Families seeking re-admission can get in touch with the admissions department, who will be happy to assist. Such students 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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