



**PATHWAYS**  
S C H O O L  
Learn • Work • Play • Think • Live  
N O I D A

*Pathways School Noida*

# PARENT-STUDENT HANDBOOK



*NOTE: If you wish to directly go to a particular section, just click on the respective 'blue heading' in Contents. You may come back to the contents menu at any time by clicking on 'contents' on the bottom right of subsequent pages in the handbook.*

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# OVERVIEW OF PATHWAYS SCHOOL

## **WELCOME AND INTRODUCTION**

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

## **MEMBERSHIPS AND ACCREDITATION**

The School is authorized by the International Baccalaureate (IB) of Geneva to run the:

- i) Primary Years Programme (PYP)
- ii) Middle Years Programme (MYP)
- iii) Diploma Programme (DP)
- iv) Career-Related Programme (CP)

## **PATHWAYS VISION, MISSION & BELIEFS**

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

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

### **VISION**

Pathways aims to build and nurture a community of thinking, compassionate world 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, & intellectually challenging environment, all students shall have ample opportunity to:

- **Imbibe** universal human values of oneness;
- **Identify** and fulfil academic, cultural, entrepreneurial, sporting, and social potential through multiple paths to learning;
- **Acquire** habits of curiosity, reflection, mental flexibility, independence, resilience, self-discipline, ownership, and responsibility;
- **Attain** skills and attitudes for life in a rapidly changing world;
- **Commit** to promoting and safeguarding a healthy, sustainable, and aesthetic environment;
- **Maintain** openness and respect in the face of racial, cultural, religious, gender, and linguistic diversity.

## IB MISSION

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.

## PATHWAYS NON-DISCRIMINATION STATEMENT

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

## RELIGION

Pathways encourages students in their spiritual development. Our teaching does not follow any particular faith. Students are taught to understand and respect all religions and are encouraged to practice their own faith. Sound ethical values that transcend all communities are emphasised at the school.

## MANAGEMENT STRUCTURE

Pathways School Noida has a comprehensive management structure designed to ensure maximum effectiveness in the delivery of the curriculum and other aspects of our academic programme. The overall Head of the school is the School Director. Below this, the school is divided into three academic sections, each with its own Principal. The three Academic Principals are responsible to the School Director for co-ordinating the various stages of the academic programme:

Primary School Principal: Pre-Nursery to Grade 5

Middle School Principal: Grades 6 to 10

Senior School Principal: Grades 11 & 12

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

The administrative section of the school is headed by the General Manager - Administration (GM) and the finances are overseen by the Head of Finance. Both the GM and the Head of Finance report to the School Director.

GM: School Transport, estate and maintenance, School Uniform, book shop, support staff

**Who to Contact for your child's progress** - If you have any queries, concerns or information to share about your child you are encouraged to contact the Form Tutor. For any other information the respective School Principal is always available. If you have any further concerns you are welcome to contact the School Director.

## CURRICULUM OVERVIEW

**PRIMARY SCHOOL (PRE NURSERY TO GRADE 5):** The curriculum in Grades Pre Nursery to Grade 5 is based on the recommendations of the IB Primary Years Programme (PYP). Pathways offers a coherent programme of International education that promotes international mindedness. In keeping with IB's commitment to understanding world cultures through connections with the culture of the host country, the curriculum imbibes elements of Indian culture in all areas and is delivered within the framework designed for PYP.

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

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

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

## LANGUAGES

The Language of instruction is English. Most students in the Primary School will also study a level of Hindi up to Grade 5 after which they may choose from Hindi, Spanish and French. It is also possible for students to study and obtain certification in a wide range of other languages under the category "Self taught".

## CAS (CREATIVITY, ACTIVITY, SERVICE)

CAS is an integral part of the IB Diploma and all Diploma Candidates have to devote a certain number of hours to this programme in order to be awarded a diploma. As a school we believe that students need to participate in these areas to enhance their all-

round development. Therefore, a programme of cultural activities, sports and community service is mandatory for all Grades. Students choose a cultural activity and a sport and participate in their Grades' community service programme. There are a wide range of activities on offer (please refer to 'Sports activities' and 'Cultural activities' in the following pages).

## **ACADEMIC AND CAREER COUNSELLING**

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

## **SCHOOL YEAR**

Following the international pattern, the academic year at Pathways School Noida begins in July. Each year is divided into two semesters:

- Semester I : July to December
- Semester II : January to June

During the second semester of each year we create an outline calendar for the next academic year. In addition to this a detailed calendar for each semester is distributed to parents, students and faculty.

## **SCHOOL TIMINGS**

Regular School Timings are 8:00-15:30 hrs. On Thursdays school ends by 14:30 hrs.

## **CATERING**

The responsibility of providing meals for Pathways School Noida is handed over to established caterers. The kitchens at Pathways School Noida are well maintained and equipped, meeting the demands of high quality food. The caterers prepare lunch as well as morning snacks and afternoon tea. All meals are vegetarian but the menus are varied, providing a taste of different cuisines while maintaining a wholesome and balanced diet. Meals are supervised and students are required to be present for all meals.

In case of any particular dietary needs on medical grounds, please contact the Form Tutor.

## UNIFORM

At Pathways, the school uniform seeks to create a sense of belonging amongst students, bringing them together through a shared dress code. It is worn with dignity and formality by all students Nursery upwards. We have three categories of uniform designed for different occasions:

- Regular Wear
- Formal Wear
- Sports Wear (in House Colors)

**Regular School Uniform** - comprises of a blue polo t-shirt with navy track-pants/shorts along with school socks and black shoes. Middle and Senior School students may choose to wear the polo t-shirt with the formal tan skirts/trousers as well. In winters, students also require a sweatshirt to be worn on top of the polo t- shirt. Moreover, students may replace the half-sleeved polo t-shirt with a full- sleeved polo t-shirt. 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 or half-sleeved), with tan skirts/trousers in Middle and Senior School, and/or shorts in Primary School. A school belt, a tie, socks, and black shoes complete the uniform in summer. In winter, a school sweater and/or a school blazer are required in addition to the above. The school skirts must be no shorter than four (4) fingers above the knee and can be worn with stockings in the winter. This uniform is meant for all formal and ceremonial occasions as well as inter-school forums. It may also be worn on some working days when stipulated by the relevant principal.

**House Sports Uniform** - comprises of a house color polo t-shirt and the regular navy track-pants/shorts along with the school socks and black or white colored sports shoes. In winter, students also require a school sweatshirt to be worn on top of the house polo and the fleece track-pant may replace the regular track-pant.

**Note** - all of the aforementioned items must be purchased from the in-school uniform shop (except shoes, which may be bought elsewhere)

**Recommended Uniform List** - Parents may consult the following clothing list and arrange for any missing articles from the Uniform Shop. Please ensure that all items are clearly marked and affixed with the clothing tags provided by the school.

|                                    | <b>Grade 1-8</b> | <b>Grade 9-12</b> |
|------------------------------------|------------------|-------------------|
| Formal Shirt (full/half sleeves)   | 2                | 2                 |
| Formal Tan Skirts/Trousers/Shorts  | 3                | 3                 |
| School Socks                       | 5 pairs          | 5 pairs           |
| School Tie                         | 1                | 1                 |
| Black Formal Shoes                 | 1                | 1                 |
| School Blazer                      | 1                | 1                 |
| School Belt                        | 1                | 1                 |
| School Sweater (full/half sleeves) | 1                | 1                 |
| Blue Regular Polo T-Shirt          | 3                | 3                 |
| House T-Shirt                      | 2                | 1                 |
| Regular Shorts/Track Pants         | 2                | 2                 |
| Sports Shoes                       | 1 pair           | 1 pair            |
| Fleece Hoodie                      | 2                | 2                 |
| Fleece Trackpants                  | 2                | 2                 |
| Grade 1-8                          | Grade 9-12       |                   |

## HEALTH SERVICES

**At Pathways, we have a well** - equipped Health Centre along with two isolation beds. Nursing Staff is on duty at all times, providing basic first aid and immediate treatment for minor illnesses. The campus has its own ambulance available at all times. First aid kits are also available on all school vehicles and for groups going out on trips.

For emergencies, we have access to an ambulance and an arrangement with Max, a full scale Super Speciality Hospital. In cases of emergency the patient can reach the hospital within 30 minutes. A reasonable fee is charged for the ambulance service.

Students at Pathways will receive regular medical check-ups, including height, weight, eye, ear and dental checks. Before admission, parents should fill in the comprehensive Medical Form, which will create the base for their child's medical records. This form should be updated and resubmitted at the beginning of each academic year.

Parents are requested to give us detailed instructions and information in case of special medical problems like diabetes, asthma or allergies. Students receiving transient or long-term medical treatment should inform the school at joining or talk to the school Health Officer before the academic year begins. The appropriate information may then be documented on the Medical Form. Students should also provide details of any illness or accident when returning to school after any absence, including vacation. In the event of a medical emergency we shall make all efforts to contact the parents/ guardians immediately.

## SAFETY AND SECURITY

Campus security at the school is undertaken by a security service through a 24 hours shift system. For everyone's safety, the boundaries are patrolled regularly and all the external gates manned. Each building inside the campus has its own security guard who regulates exit and entry.

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

Identity Cards - One ID card and 2 electronic EXEAT cards are issued to each student.

- The **Student Identity Card**, which is to be worn by students in the school campus and on school transport.
- The **Exeat Card**, which will remain with parents at all times. To ensure safety, students will only be permitted to leave the campus or bus stop with a person carrying the updated exeat card.

Students and Parents are requested to take good care of these cards as they are an important part of the school security system. The loss of a card should be reported immediately to the Form tutor. A new card will be issued and charged for accordingly. To prevent misuse, parents are requested not to leave Exeat Cards with students. If found in the possession of a student, the exeat card will be confiscated and only reissued to the parent/guardian as per procedure.

**Emergency Procedures** - Any person who becomes aware of a fire or any other emergency must immediately inform the Building Security who will buzz the building fire alarm for evacuation and intimate CSO ( Chief Security Officer) to sound the central evacuation alarm. The CSO will inform the Administrator who will take necessary action.

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

- Instruct students to act as per the emergency Protocol and follow the emergency drill procedures and escort the class to the assembly point. After collecting the register from the Administrator's Personal Assistant each Form Tutor will register his/her tutor group and report any unexplained absences to the Administrator.
- The Building Captains will check their respective building strength and report
- The Security of the buildings will check respective areas and report to CSO and in turn CSO will report to the Administrator. The Administrator after consultation of the School Director will give permission for students and staff to return to the normal programme.

After collecting the register from the Administrator's Personal Assistant each Form Tutor will register his/her tutor group and report any unexplained absences to the Administrator.

Once suitable follow-up action has been undertaken, and the building has been declared safe, the GM will give permission for students and staff to return to the normal programme.

## HOME SCHOOL COMMUNICATION AND INFORMATION MANAGEMENT SYSTEMS

Toddle is a wonderful Web-based school information management system which helps the staff, students and parents to share information very regularly while maintaining full confidentiality. All users including the parents, students and staff are assigned personal password with specific rights to log on to the system through the URL (<https://web.toddleapp.com/?type=loginHome>). Some of the key aspects shared through this system are personal profiles; attendance; academic progress; report cards; discipline and sanctions; school communications etc. This information is fed promptly and is available 'real time' to the user. Any specific queries regarding the system could be sent to [erp.psn@pathways.in](mailto:erp.psn@pathways.in).

We maintain complete confidentiality by assigning all users a personal password via email along with basic information about using the system. Your password will give you specific rights to log onto the system.

**Newsletters** - School newsletters, sent periodically via email, form an important channel of communication between the school and home. These newsletters will usually include all general messages for parents in order to minimize the number of separate communications. However, if you prefer to communicate via ordinary mail you may contact the office and give them your correct mailing address. Please remember to inform the school in writing if you change your email address, postal address, telephone or mobile numbers.

**How to Contact Us** - Parents are welcome to contact the Principal or teachers directly for an appointment. It is advisable to make an appointment with the relevant Principal's Office or contact the Administrative Office. We can then get the necessary information in advance and arrange a meeting at a mutually convenient time.

You may contact the School Director to discuss leave of absence or any other confidential issues.

The various offices are open from 0900hrs until 1630hrs, Monday to Friday and on two Saturdays (specified in the annual calendar). Before and after these times the answering machines are in operation, and we will try to respond as quickly as possible. Please consult the published list of school email addresses, telephone and fax numbers.



## **Telephoning from the Campus**

**Cell Phones - Our ideal preference is for students to not carry cell phones with them at all.**

However students are allowed to carry mobile phones to school for the sole purpose of contacting home AFTER school hours or on the way home. This concession is given in recognition of the complexities of living and travelling in a big city and for the comfort of parents. Under no circumstances are these phones allowed to be used in school. Phones are to be kept switched off – and not simply on silent mode - during school hours. As a special privilege and in expectation of mature judgment, students of Forms 11 and 12 are allowed to use the mobiles in a restricted area only during break time.

## **STUDENT GUIDANCE AND SUPPORT**

**ES (English Support)** - Pathways School Noida is an International School. Many students arrive at the School with a level of English language acquisition that is not adequate enough for them to be able to manage main stream classes without support with their English language. In many cases these students are already able to communicate well in more than one language therefore they are acquiring English as an additional language. Students are identified either during the interview process or during their first month at Pathways and then included in the programme at an appropriate level.

**ALS (Additional Learning Support)** - The School will test students that it feels may need this service, in consultation with Parents. Those found needing extra support will work with Special Teachers and have a Specially Designed Education Programme devised by ALS teachers in collaboration with regular Teachers. ALS Certification allows us to apply for special consideration in the Board Examinations.

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

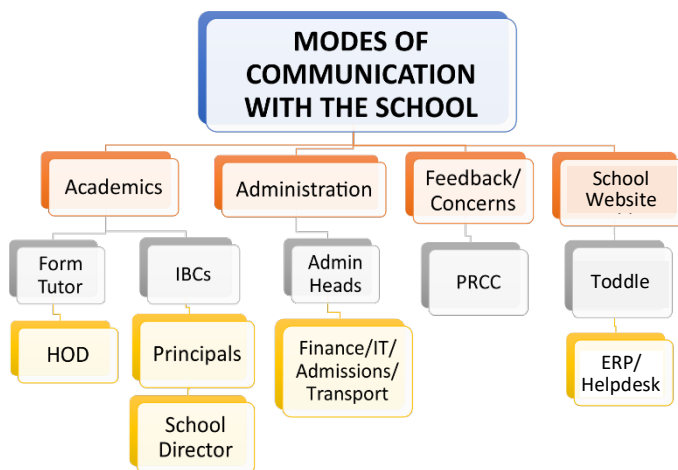
**Academic and Career Counselling** - From Grade 8 upward students have ongoing counseling to help them choose subjects at the IB MYP and Diploma levels. They may discuss their options with our College Advisor, Counsellors, Middle and Senior School Principals and subject teachers. To help with individual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

## SCHOOL RULES

### PARENTAL EXPECTATION POLICY

At Pathways School Noida, we believe that the most effective education of our children occurs with a positive partnership based on mutual trust and respect. We are very fortunate to have a dedicated and supportive, thinking school community who recognizes that the education of our students is a partnership between school and home. Hence in order to maintain a secure and respectful learning environment for the students and staff, it is important for all parents to understand and commit to our code of respectful and considerate conduct.

**Objective** - The objective of this Parental Expectation Policy is to communicate and specify school's expectations on conduct from the parent community, which will mutually strengthen and uphold our partnership. This partnership is a bond of trust and faith which in turn enables student well-being and growth. This policy is aligned with the school's guiding statements - Vision and Mission.



#### Parents are expected to:

1. Communicate promptly, honestly and openly about their child and utilize the appropriate communication channels provided by the school to seek information and raise concerns.
2. Keep themselves updated with ongoing events, the school calendar, newsletters, curriculum, food menu, bus tracking system on school website.

3. Follow the traffic guidelines displayed in the parking area and respect instructions given by the security guards at all times. Parents are encouraged to sensitize their helps as well, who come to receive their wards.
4. Keep abreast with the school's policies and the Child Protection Policy and procedures laid down in the parent student handbook. [Click here, for more details.](#)
5. Respect the ethos of the school by conducting themselves in a respectful manner and be dressed in a dignified attire when on the school campus.
6. Treat all the members of the school community (faculty and staff, other parents, students, support staff) with respect.
7. Avoid entering the school campus, and/or remaining on campus without authorization after closing or before opening hours.
8. Attend school events such as PTM / PTSC / SLC / form days hosted by the school.
9. Schedule to meet faculty outside of class hours to avoid disruption of regular classroom activities. Appointments can be obtained through emails. Be mindful of the time while connecting with a staff member over a voice call. No calls post 6 pm should be made unless prior appointment has been taken.
10. Advise/counsel any child in their care if the child's actions could lead to conflict, aggressive or unsafe behavior. Work closely on advice given by school and be open minded to suggestions.
11. Use social media in a constructive manner. Speculation on internal matters, commenting on other parents, students or staff, intimidation, threats, talking about other students or families on social media or in any other way, is not acceptable.
12. Report any school related conflict among students to the school authorities rather than taking action and approaching the other students directly on campus or in the school bus.
13. Ensure that children bring items which are appropriate and related to the instructional program at school.
14. Always carry their exeat cards for ready reference at any check point in the school and show it as required.

**Parents are advised to refrain from:**

1. Taking pictures or videos during school sessions like staff meetings, PTMs and other school discussion forums.
2. Gifting anything of value that may be perceived as an attempt to influence an action or a decision in order to acquire an improper advantage.

3. Damaging school property, sending abusive, threatening or disrespectful written/verbal communication to any member of the school community is not in line with the school guiding statements.
4. Being loud or using offensive language or displaying inappropriate behavior, while on campus.

**Student Conduct** - The School aims to support parents in fostering the growth of sound values and self-discipline in every student and achieving acceptable norms of behaviour. The aim of pastoral care is to ensure, as far as possible, that students are equipped with the values and information necessary for living in an increasingly complex and international society. We believe that discipline may be effectively achieved by setting an example and laying down expectations of good behaviour.

Regular formative guidance is given in class and Assembly on matters like tobacco, alcohol and substance abuse. The essential rule for conduct at Pathways School Noida is BEHAVE SENSIBLY. Any matter not dealt in the list given below will fall under this rule. If students find it difficult to judge what is sensible, faculty members will be pleased to help.

**Courtesy** - All members of the Pathways School Noida community are expected to be respectful and courteous. Physical or verbal bullying is not a part of the school culture. We should greet each other when we meet and welcome visitors by approaching and assisting them. Students should also respect the instructions given by members of the staff.

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

**Moving within the school** - Movement within the school should be brisk, quiet and orderly, keeping to the right. During break and lunch times students should be in stipulated locations unless faculty members give them special permission. For safety reasons students must queue in an orderly manner.

**Out of bounds** - In the interest of students' safety certain areas of the campus are out of bounds to students, unless accompanied by a teacher:

1. The pool, the PE store, all basement areas and apparatus room when a teacher is not present.
2. The maintenance department, kitchens and storerooms.
3. The school campus on weekends and evenings when not involved in school activities.

4. All Service areas.
5. Administrative Building except on official work.

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

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

**Cars or motorcycles** - Senior students who have reached the legal age to drive a car or motorcycle require permission from the School Director if they plan to use it as a means of self-driven transport to the school. The school would need to review every request independently and reserve the right to deny approval during the student's remaining tenure in school. The school cannot take any responsibility for students who do not comply by the Govt. of India Regulations.

**Substance Abuse** - Substance abuse is amongst the gravest offences and would immediately lead to severe sanctions. Please note that; Possession of Smoking Items or Tobacco; Drinking Alcohol or the Possession of Alcoholic Beverages; Possession or Consumption of Drugs or other substances the school feels are harmful or dangerous to one's health and safety or affect the well - being of other members of the community- all come under the purview of extreme sanctions. For you own well-being, these rules are applicable on campus, as well as outside, for your entire tenure as a Pathways School Noida student.

**Dress Code** - At Pathways, we have a practical and comfortable approach towards school uniforms. As per the school's philosophy, we consider uniforms an essential component for fostering togetherness and harmony amongst the student community. The uniform has been adapted to the student's need and comfort. Neat clothing and grooming and appearance are a part of personal well-being. Students should keep their hair in place but when not in uniform, variations in style are permissible within the limits of good taste and reason and stipulated norms. Hairstyles should not be bizarre or coloured. Those girls with long hair must have it neatly tied back during school hours while boys' hair should be neatly cut and not touch the collar. Hair gel is not permitted for boys or girls. All students should keep their fingernails neatly cut and clean. Girls in the secondary school may wear only natural coloured nail polish. Girls may wear small earrings but bangles and rings should not be worn during school hours. No other body piercing is allowed. Boys are not permitted earrings or any body piercing.

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

The Pathways School calendar factors in generous school holidays and parents are requested not to ask for additional leave for their children. Because the holidays are generous, students should ensure that their attendance in school or in class does not fall below 85%. Should this happen, the student will not be allowed to partake in extra-curricular activities and may not be allowed to sit for semester examinations. In certain cases, the student's IB Diploma could also be jeopardized.

Should leave be required for one or two days owing to sickness or other emergencies, an email should be sent to the Form Tutor before 8am on said working day. For any absences of more than two days due to sickness, please notify the Principal with a copy to the Form Tutor's and furnish a Doctor's Certificate on email or with a note to the Principal on the student's return. Leave for any other reason, especially on important days of the school calendar, need to be applied for, in advance, in writing, to the Principal. The Principal may or may not grant such leave.

**Punctuality** - Students should be punctual for all lessons and activities as well as assignments. Initial delays will be dealt with as appropriate by the subject teacher with a note to the Form tutor. Repeated delays will result in detentions arranged by the Form Tutor. Significant or repeated disciplinary infringements will be recorded by the Form Tutor on 'Veracross' for confidential reviewing by the Parents.

**Class Attendance** - Students need to attend all classes and activities scheduled in their time – table, and should not deliberately miss either. Subject teachers or activity leaders will handle initial offences. Repeated offences will be reported to the Principal and the student could face sanctions like being kept in late on Friday. Parents will be informed in advance by the Form Tutor and a warning letter from the Principal will be placed in the student's file. Students who repeatedly miss lessons could face extreme sanctions.

**PDA (Public Display of Affection)** - We are an International School in India and are sensitive to the Indian cultural ethos on this issue. Therefore, any public display of physical closeness or intimacy is not allowed.

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

**Damage to School Property** - This is your school. Please respect it & protect it. For willful breakage and damage to school property, a fine will be imposed on the errant student. If an individual is not identified, then the same could be charged to the entire group of pupils involved. The fine shall comprise replacement cost of equal value plus

the administrative charge. However, in cases of accidental breakages, only the replacement cost of the article will be charged. The respective Principals will be the arbitrators in case of breakages.

**Possessions** - All clothing and personal possessions must be clearly labelled with the students roll number. It is each student's responsibility to look after his/her possessions. Valuables, including money, laptops, pens, calculators and school bags must not be left unattended in the classrooms or elsewhere. Prohibited articles must not be brought to school. Possession of a prohibited item could invite sanctions and for more serious offences, could lead to extreme action being taken by the school. The School cannot take responsibility for unattended items, therefore lockers are provided to the students.

### **List of Prohibited Items:**

1. Toy or replica guns or any kind of actual weapon
2. Knives
3. Sling Shot
4. Pets
5. Chewing gums
6. Valuables eg: cash, jewellery etc.
7. Alcoholic beverages
8. Cigarettes/Tobacco
9. Fireworks
10. 'Holi' colours/ Water Balloons
11. Drugs
12. Pornographic Material
13. Match boxes / lighters / agarbatti (incense sticks) / any material which could be a health or fire hazard
14. Any other objectionable material

**Library Rules** - Please maintain 'Total Silence' (no talking or whispering) when in the library. Universally, libraries are a zone of silence 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 as follows:

- Nursery - Grade 1 : 1 book
- Grade 2 : 2 books
- Grades 3-5 : 3 books

All members must check every book before borrowing. They will be held responsible for any damage done to the book on return. Students will be required to pay the cost of a book, in case of loss. If any book is long over-due, membership rights are suspended and no further materials can be issued. Students should not exchange their library books with others. In case of loss, the original borrower will be held accountable.

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

**Use of Inappropriate Language** - Language is a very important means of communication and all members of the Pathways Community should show respect and sensitivity by using appropriate language.

**Sports: Code of Conduct** - Sports at Pathways School Noida provide enjoyment, relaxation and exercise. Friendly competition is considered positive for the students' educational development and sense of self-worth. Every student and every member of staff who appears in a sports competition for Pathways School Noida is an ambassador for the school.

**Players or participants should always:**

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

**Players or participants should never:**

- Query the referee's decision
- Display their temper or any other negative emotion during a game

**Information Technology and Internet Policy** - The Information and Communications Technology (ICT) resources at Pathways are available to improve the educational imperatives and support the administrative functions of the school. The school is a wi-fi campus to support research and education.



- Students need to comply with school guidelines for the acceptable use of school-provided networked information resources, electronic systems and the internet.
- The use of Pathways Network is a privilege, not a right, and inappropriate use will result in the cancellation of this privilege and/or sanctions as deemed appropriate by the school management.
- Using cyber space requires tremendous responsibility and the school reserves the right to generate appropriate sanctions against misuse.

All students from Grade 4 upward need to own a laptop. This is configured to the school network that works on 'Windows'. Students using Macs will need to also load the Windows programme in order to be logged into the network. The use of dongles is strictly prohibited, and it is imperative that a laptop with the windows operating system be used for school purposes. Pathways network is to be respected as personal individual spaces, but they are open to inspection by the Pathways IT Department. The school reserves the right to monitor the use of computers by its students within its network. If students are found misusing the system, sanctions may range from confiscation of Laptops to denial of access to the system. More serious sanctions may also be applied.

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

**Discipline and Sanctions** - The successful education of all students is only possible in a climate of student behaviour which is based on three basic rules: respect for themselves; respect for others; respect for their own and others' property. All detailed school regulations will be logical extensions of these three basic expectations and will be explained to students in those terms.

Teachers and the administration are charged with the authority and responsibility for upholding the schools policies and rules through the fair and consistent application of discipline which retains the dignity of the student.

Most students will usually be able to follow the expected code of conduct. In instances where students violate these rules or policies, it may be necessary to impose disciplinary measures. The ultimate goal of discipline should be to teach moral and socially acceptable behaviour to students, and to maintain the best possible conditions for student learning and opportunities for personal growth.

We believe that the best form of discipline is self-discipline. As part of our learning ethos we try to minimize the use of punishments and sanctions and instead promote a constructive approach which promotes self-reflection. Within this framework it is important for each student to develop a sense of discipline which supports both personal well-being and community living. In cases where this is not achieved, disciplinary sanctions may be implemented.

Students with repeated discipline or academic problems would meet with Peer Counsellors, Adult Friends or Professional Counsellors. These meetings will be recorded and kept strictly confidential. If the problem is not resolved, it will be discussed with the Principal.

Disciplinary action typically follows a graded progression designed to help the student understand and adapt themselves appropriately. In all cases, we look to teach the student rather than to blindly impose sanctions. Consequences will differ at different grade levels and will vary according to the needs of the situation and the individual. Broadly they can include Detention, Conditional Status and Probationary Status. At every stage, students will reflect on their actions through discussion and in writing. Parents are kept informed if there are recurring problems and invited for a discussion with the Principal at different stages.

The Disciplinary Committee will discuss any serious breach of discipline, which may lead to severe sanctions. This Committee will consist of the Principal, teachers and a student representative. The committee, which will be reconstituted from time to time, will investigate and make its recommendations to the School Director. Corporal punishment, formal or informal, will not be used under any circumstances.

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

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

- i. Plagiarism: offering the words, ideas, works or arguments of another person (in whole or part) as one's own. This includes works of art whether music, film, dance, theatre arts or visual arts.
- ii. Copying from another student or making information available to another student during a test or examination.
- iii. Fabrication or falsifying research data.
- iv. Submitting the same piece of work for more than one course (this is strictly forbidden by IBO).
- v. Communication with another student during examination.
- vi. Bringing into the examination room materials which are not permitted.
- vii. Interfering in the scholastic work of another student for example by stealing laboratory reports, computer files and library materials.

- viii. Altering grades awarded by a teacher.
- ix. Stealing examination papers.
- x. Using an unauthorized calculator during a test or an examination.
- xi. Impersonating another student.

**Teacher's Responsibility** - Teachers at Pathways are expected to encourage good practice among students. The following are some of the measures that should be adopted to avoid malpractice.

- i. Provide advice to students when necessary so that students have a clear idea of what constitutes plagiarism in the various subjects.
- ii. Ensure that the words, ideas, works from sources are acknowledged appropriately (Pathways has adopted the Harvard system of referencing).
- iii. Be vigilant enough to spot inexplicable changes in the style and quality of student work.
- iv. Question students on written work, especially in the extended essay, in order to determine whether it really is that of the student.
- v. Use a search engine whenever possible to detect plagiarized work.
- vi. Authenticate student work whenever required. The IBO expects "each teacher to confirm that, to the best of his or her knowledge, all candidates' work accepted or submitted for assessment is the authentic work of each candidate."
- vii. Distinguish between collaboration and collusion to prevent allegations of collusion against students.
- viii. Be familiar with the IBO publication "Academic honesty: guide for schools"
- ix. Cooperate in the investigation of suspended cases of malpractice.
- x. Write a statement on any report of malpractice to be submitted to the IBO. The IBO provides guidelines on what should be included in this statement.
- xi. Not leave candidates unsupervised during examinations.
- xii. Not disclose the contents of an examination paper within 24 hours after the examination has been conducted.
- xiii. Not start an examination before the scheduled time.
- xiv. Not provide undue assistance to a candidate in components that contribute to the assessment requirement of the IB programme. Guidelines on this are often provided in the various subject guides and teacher support material published by the IBO.

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

- i. Acknowledge all sources (e.g books, journals, internet, CD ROM, magazines, photographs etc.)
- ii. Use footnotes and endnotes to acknowledge the source of an idea that emerged from a discussion with another person.
- iii. Paraphrased ideas of another person should also be acknowledged.
- iv. When recording references ensure you do it precisely so that you are not required additional work before submission.
- v. As far as possible work independently with the support of the subject teacher.
- vi. When collaboration with other students is required or encouraged by the teachers ensure that the final work is produced independently.
- vii. Do not attempt a similar piece of work for different assessment components of your IB programme (e.g. your internal assessment and extended essay).
- viii. Listen to and follow all instructions given before an examination.

**Prevention:**

- i. Education on Information Literacy will be introduced appropriately starting with Primary school. The Librarian makes the most of the initiatives with the team of teachers. Students in Primary school learn proper search skills and learn to record sources.
- ii. Run workshops for students on Research and reference skills leading to 'Learning how to learn' (or Approaches to Learning).
- iii. Teachers maintain a meeting log to show the development of the work, specially in Extended Essays, Theory of Knowledge Essays and other Internal Assessments assignments.
- iv. Get an agreement signed by the candidates on Extended Essays and Theory of Knowledge Essays explaining the consequences of Plagiarism.
- v. Share the Academic Honesty Policy with students, and Parents.
- vi. Structured Induction programme on 'Academic Honesty' for new candidates by senior students.

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

- i. The offence may be recorded on the infraction record form, a copy of which is placed in the student's file. The candidate may be allowed to resubmit the work.
- ii. A warning letter may be issued, a copy of which is placed in the student's file.
- iii. Receiving a zero in the piece of work or examination.
- iv. Suspension from regular lessons.
- v. Being placed on probation for one or more semesters.
- vi. Dismissal from the school.

If a teacher or the IB coordinator has reason to believe that a piece of work to be submitted to the IBO is not authentic, that work will not be accepted. This will result in no grade being awarded for the subject.

We will try to ensure that academic honesty remains an integral part of the learning process at Pathways School Noida.

**Dropping off and Picking up Students** - In the interests of their safety, please do not bring students to school before 07:45 hrs. as they cannot be supervised before this time. When they do not have extra activities, students should be picked up at the end of the day's classes. Students who have an extra-curricular activity should be picked up at the scheduled end of the activity. No student will be allowed to leave the campus without an Exeat slip and the family exeat card. Similarly, they will only be allowed to leave school transport with a person carrying the updated family Exeat card.

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

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

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

#### **Dos:**

- Please be at your designated stop a few minutes early. This enables the vehicle to reach school on time. The vehicle will not wait at the stop after the specified time.

- Find a seat and sit down immediately after boarding the transport.
- Remain in your seat for the entire journey.
- Fasten your seat belt at all times.
- Be courteous to the staff on the bus and follow instructions.
- Remember that you represent your school and treat all passers-by and those in other vehicles with respect.
- When disembarking from the vehicle, ensure that you are carrying all your belongings and look out carefully for the road traffic.
- Behave in a sensible manner whilst travelling in the school transport; do not disturb others, especially the driver. Inappropriate behaviour can cause accidents.
- Contact the staff in the vehicle if you face a problem regarding the transport.

**Don't:**

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

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

## **Lockdown Policy**

### **Lockdown Procedures**

#### **Lockdown Drills**

The school conducts lockdown drills periodically to protect the children and adults in the building from a potential emergency such as the presence of a school shooter or an external threat.

As with fire drills and other safety programs, the hope is to acclimate students and teachers to a procedure that they will be able to follow quickly, effectively, and safely.

The school focuses lockdown drills against two main situations:

- a. Lockdown with warning: The threat is outside the school building.
- b. Lockdown with intruder: The threat or intruder is inside the school building.

*Procedures followed during a Lockdown Drill are as follows:*

1. Removing students and teachers from the threat.
2. Isolating the dangerous situation from much of the school.
3. Allowing for an accurate accounting of students within each room; and
4. Depending on the situation, facilitating an organized evacuation away from the dangerous area.
5. Doors to classrooms are closed and locked.
6. Students are moved to the safest part of the room, away from windows and doors, to the interior walls.
7. Everyone drops to the floor or out of the line of vision from the door.
8. Window shades are pulled down.
9. Any windows in doors are covered (to prevent an intruder from seeing into the room).
10. Classroom lights are turned off.

#### **a. Lockdown with Warning Procedures**

The following procedures are followed when the threat is outside of the school building:

1. The designated Officer orders and announces, “lockdown with warning.” NO CODES ARE USED. This announcement is repeated several times.

2. Special attention should be paid to classes that are outside of the school building, such as playgrounds and ball fields.
3. The warning is loud enough for Teachers to hear the lockdown announcement.
4. An alternate lockdown location is identified either indoors or outdoors where students can be safely hidden.
5. All exterior doors are secured.
6. Hallways, restrooms, and other rooms that cannot be secured are cleared.
7. Classroom windows are secure and covered.
8. All persons are moved away from the windows.
9. Attendance of students in each classroom to be taken.
10. Teachers to prepare a list of missing and extra students in the room.
11. Teachers to take this list with them once they are directed to leave the classroom.
12. Control all movement but continue classes. Disable bells. Move on announcement only.
13. Once the threat has subsided, the designated Officer announces, “all clear.”

#### **b. Lockdown with Intruder Procedures**

The following procedures are followed when the threat or intruder is inside of the school building:

1. Designated Officer orders and announces, “lockdown with intruder.” NO CODES ARE USED. This announcement is repeated several times.
2. All students, staff and visitors are immediately directed into the nearest classroom or secured space.
3. Classes that are outside of the building are not permitted to enter the building.
4. Outside classes are moved to the primary evacuation site.
5. All classroom doors are locked.
6. Exterior doors are left open.
7. All people are moved away from the windows and doors and made to sit on the floor and turn off the lights.
8. Attendance of students are taken in each classroom.
9. Teachers prepare a list of missing and extra students in the room.



10. Teachers prepare to take this list with them once they are directed to leave the classroom.
11. No person is permitted to respond to anyone at the door until “all clear” is announced.
12. All are kept out of sight.
13. All are briefed to ignore any fire alarm activation, as the school will not be evacuated using this method.
14. When or if students are moved out of the classroom, they are assisted in moving as quietly and quickly as possible.
15. When the threat is over/the intruder has left the building, the building designated Officer makes the all clear announcement.

# PRIMARY SCHOOL

## CURRICULUM

The Pathways school Noida Primary Years Programme follows the IB philosophy to develop lifelong inquiring and reflective learners, both within the classroom and in the world they inhabit.

The curriculum is structured around six ‘transdisciplinary’ themes which are interconnected and take learning beyond the boundaries of separate subject areas. While the core academic disciplines of Mathematics, Language, Arts, Science and Social Sciences exist, they are shaped into a larger transdisciplinary framework around the six themes. These are:

- 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

In addition and related to these themes, students pursue courses in Music, Drama, Dance, Art, Technology, Physical and Health Education and Personal and Social Education. Although the medium of instruction is English, most students also study Hindi till Grade 5. At this point they may choose between Hindi, Spanish and French. All students are thus exposed to at least two languages.

## TEACHING AND LEARNING

**Teaching Environment** - Teaching at Pathways is based on student - centered methods, shaped by diverse learning styles and the theory of Multiple Intelligences. We will try to nurture your child’s individuality and talents, while exposing him/her to a vast field of interests. We encourage a stress-free environment in which your child can learn both through classroom teaching and extra-curricular activities.

To enable this process of personalized and focused teaching we try to limit the class size to 25 students. A qualified teacher, supported by an assistant teacher, takes charge of one class. Hindi, Music, Art, Information Technology and PE are taught by subject specialists. Classroom teaching is generally individualized, with students working in small, dynamic groups which reflect their abilities.

Outside the classroom students will be involved in sports as well as creative activities like dance, drama and music. The Primary School curriculum will introduce your child to variety within learning through a collation of academic activities, sports, art and community service.

**Homework Policy** - While there will be no exams for Primary students, your child’s progress will be noted regularly and the assessment recorded on Toddle and then

compiled in a semester report. Along with class work and co-curricular activities, home assignments form an important part of this assessment.

Primary school students are assigned a private study period scheduled in the daily school timetable during which they are generally able to complete and review their work. Parents are encouraged to reinforce the discipline of self-study by engaging their children in creative, investigative or reading work for about half an hour on weekdays.

Weekend assignments may be an extension of class work or project and research work, sometimes specially designed to help students with their language skills. Homework may also be preparatory study for an upcoming assessment.

**Academic Materials** - Classroom activities and homework at Pathways School Noida require basic stationery, art materials and study aids. All students from Grade 2 onwards will need a pencil case containing pencils, pens, colouring pencils, crayons, a pencil sharpener, ruler, glue, scissors. At the beginning of each semester, the school will provide a pack of stationery and exercise books. Any additional articles may be bought from the school stationery shop. However, students are encouraged to use their stationery carefully and avoid wastage. Please ensure that all items are marked with an indelible marker.

## REPORTING AND ASSESSMENT

The system of assessment at Pathways School Noida is designed to give regular progress reports to students and parents. Since no exams are held at the Primary level, continuous assessment is based on class work, home assignments and projects and is posted regularly on Veracross to provide ongoing feedback to students and parents. This systematic evaluation is put together in the form of a comment-based semester report twice in an academic year. At the end of Grade 5, you will receive a detailed profile for you child, based on yearly Primary School Reports and his/her progress through the IB Primary Years Programme.

The reporting system at Pathways is supported by regular parent-teacher meetings. In Primary School meetings will roughly follow the given format.

### Semester 1

- Form Meeting at the beginning of the semester
- Parent meeting (open day) before the semester break)
- Parent Meeting and Report at the end of the semester

### Semester 2

- Form Meeting at the beginning of the semester
- Parent meeting before the mid-semester break
- Parent Meeting and Report at the end of the semester

## ACTIVITY

An essential feature of the Primary Year's Programme is the integration of all "co-curricular activities" into the academic programme through the Programme of Inquiry. These activities help organize information and communicate learning. To allow this we assign periods in the timetable for students to engage in creative arts and performing arts, learning and show casing activities. Students are given time to use the Library-Media Centre regularly. They will also spend time on suitable community service, both on campus and in surrounding areas.

## PHYSICAL FITNESS AND SPORTS

Students at Pathways School Noida will be given the necessary infrastructure, coaching and time to maintain a desirable level of physical fitness. Parents/guardians are encouraged to support the programme.

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

***At the moment we offer the following sports and games:***

- Basket Ball
- Soccer
- Cricket
- Volleyball
- Horse Riding
- Golf
- Swimming
- Athletics
- Table Tennis
- Tennis
- Squash

## FIELD TRIPS

As part of the Parental Consent Form, you are requested to give permission for your child to join school-organized trips. These trips, chaperoned by school teachers and staff, may include trekking, camping, sports/cultural trips or visits to other schools, public institutions, public places to facilitate understanding of concepts and systems being dealt with in a Unit of Inquiry.

## HOUSE SYSTEM

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

## STUDENT COUNCIL

We believe in nurturing the leadership and talent which is innate in every child. One way of doing this is through the Primary School student council.

The election process in Primary School involves both teachers and students. Teacher nominations are presented to students from grade 3-5. After the candidates address the audience, students vote for the Council, and then house wise for their captains. Subsequently, all grade 5 students go through a five-day orientation, which is followed by the investiture ceremony for council members. The remaining Grade 5 students become monitors for other grades and help the Council with their work.

**MIDDLE SCHOOL:  
GRADE 6-10**

**SENIOR SCHOOL:  
GRADE 11-12**

## **The Secondary School functions in two sections each headed by a principal:**

- Middle School - Grades 6-10
- Senior School - Grades 11-12

## **TEACHING AND LEARNING**

**Teaching Environment** - Teaching methodology in middle and senior school will maintain a student-centered approach, encouraging students to learn through a variety of media. Even as students are eased into the examination system, project based learning will be used extensively in the curriculum and assessment framework.

During these school years, technology will become increasingly important for the process of teaching and learning. Technology will be used within the classroom as an effective teaching tool and outside it for multiple purposes which support learning. From Grade 6 onwards, students will need to purchase a laptop for their academic work.

**CAS (Creativity, Activity, Service)** - For the completion of their IB Diploma, all students in Grade 11 and 12 will need to devote a certain number of hours to CAS. Students will choose a cultural activity and sport and participate in their Grades' community service programme.

They may choose their activities from the list given in the section on 'Activity'.

**Homework** - The amount of time to be spent on home assignments (projects, reading, writing, preparation for test etc.) increases through Middle and Senior School. Students from Grades 6 to 8 spend about one to one and a half hours on homework everyday.

Students in Grades 9 and 10 will spend about two to two and a half hours a day and IB students in Grade 11 and 12 could spend four hours on out of class, individual work.

**Academic Materials** - All students will require a basic pack of stationery provided by the school at the beginning of each semester, along with a set of geometrical instruments. Grade 8 onwards, students will use a scientific calculator. Students will use a Casio FX-series calculator. Please make sure that all items are labeled with a permanent marker.

In addition to basic stationery, every student from Grade 6 to 12 will need a laptop computer recommended by the school. This is configured by the school IT department and students are forbidden from adding or deleting programmes without permission from the school. We recommend that the laptop and other expensive equipment is insured.



## REPORTING AND ASSESSMENT

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

Assessments are ongoing and are both "Formative" and "Summative." In the Middle School and Senior Schools these have distributed weightage with the annual examination and will appear on the report as part of the final grade. Primary School does not have examinations but students will be assessed against expected levels of achievement at the end of the academic year. Primary School Reports from Pre Nursery to Grade 2 are comment based. Grade 3 to 5 are a combination of comments and grades. Senior School Reports include an achievement and an effort grade together with a detailed comment on the student's performance in each subject and in co-curricular activities. These are issued at the end of each semester. A mid-semester report showing accumulated grades is issued to Middle School and Senior School students.

**Assessment Philosophy** - At Pathways School Noida, assessment for learning is the process of seeking and evaluating evidence for use by students and their teachers to decide where learners are in their learning, where they need to go and how best to get there. The following principles guide this aim. The assessment practice:

- Is based on clear curriculum and learning objectives.
- Is an integral part of teaching and learning.
- Focuses on the learning process as well as learning outcomes.
- Identifies strengths and weaknesses and indicates targets for progress.
- Motivates students by actively involving them in reflection and review.
- Forms the basis for dialogue between teachers, students and parents.
- Provides evidence to evaluate the curriculum, teaching and learning.
- Is fair to students and ensures consistency in standards.

## EXAMINATIONS GRADES 6 -12

Grade 6 onwards students are initiated into the examination system. The basis for assessment becomes a combination of annual examinations, class tests, assignments, projects and presentations.

**Internal Examinations** - Internal Examinations at Pathways School Noida are designed to prepare students for the MYP and IB Board Examinations. The structure and content of these internal examinations are determined by teachers in charge of subject areas. All students of Grade 7-12 have one internal examination every year. In Grades 10 and 12 the internal exam is a mock test for the MYP or IB Diploma examinations.

Final assessments at the end of Form 9 and 11 are reviewed to consider the readiness of students for taking public examinations in Form 10 and 12. Movement into these grades is based on the readiness of the student for the academic demands of that level. A decision is made after careful review by the academic staff.

Internal Examinations are an indispensable opportunity to prepare students for Board Examinations and Pathways School Noida is dedicated to the task of making this preparation as effective and realistic as possible. The structure and content of internal examinations are determined by teachers in charge of subject areas, based on the requirements of the internal syllabus for the subject, the content and the nature of the IB examination syllabus. Entries for IB Examinations taken in May/ June are made in January/ February. Entries for November Examinations are made in September. PSN follows the May/June Examination System with a provision for retakes in the following November.

**External Examinations** - For information on entry or administration of the MYP or IB Diploma examinations please contact the MYP or IBDP/CP Coordinator. The approximate time period of the board examinations will be included in the School Calendar. We will give you a detailed timetable when we receive finalized dates from the Boards.

**SAT and PSAT** - The school is a recognized centre for the American Scholastic Aptitude Test (SAT) and the Preliminary SAT. We are also the centre for Oxford and Cambridge entrance exams. Students at Pathways School Noida will be supported to enroll and take these tests if they are required to. The test fees are paid for separately according to the rates laid down by the examining body and the costs incurred by the school to administer the examination.

**Conduct of Examinations** - The Boards specify strict rules for the conduct of their examinations. If students do not adhere to these guidelines, they may risk the cancellation of grades received through the academic year. At Pathways School Noida all internal examinations also follow these Board guidelines and rules.

**Reports** - In the course of the year, parents and students receive updated assessment records through mid-semester reports. Subsequently, at the end of the semester, you will receive detailed comments on performance in each subject and in co- curricular activities. These reports will be sent to you by email and may also be accessed on Toddle in real time through your individual password.

**Parent Teacher Meetings** - As in Primary School, regular parent teacher meetings support the reporting system in Grades 6 to 12. While parents receive reports by email, they are encouraged to discuss their child's progress in Parent Teacher Meetings. The rough schedule of these meetings and assessments is as follows:

### **Semester 1**

- Parent Meeting (open day) with subject assessments mid-semester (September or October)
- Report at the end of the semester

### **Semester 2**

- Parent Meeting and subject assessments mid-semester (March)
- Parent Meeting and Report at the end of the semester

| <b>PATTERN OF MAJOR ASSESSMENTS, REPORTS AND MEETINGS</b>  |   |
|--|---|
| <b>Semester 1</b>  | <b>Semester 2</b>   |
| <b>Primary School</b>  |   |
| Parent meeting (open day) just before the semester break<br>Parent Meeting and Report at the end of the semester | Parent Meeting just before the mid semester break<br>Parent Meeting and Report at the end of the semester |
| <b>Grade 6 to 9 &amp; Grade 11</b>   |   |
| Parent Meeting (open day) just before Mid - semester break with subject Assessments                              | Parent Meeting and subject assessments. Just before the mid-semester break                                |
| Parent Meeting and Report at the end of the semester   | Parent Meeting and Report at the end of the semester  |
| <b>Grade 10 &amp; 12</b>   |   |
| Parent Meeting (open day) just before the mid Semester break with subject assessments                            | Trials* in March  |
| Parent Meeting and Report at the end of the semester   | Parents Meeting and Final Report from the school: At the beginning of April                               |
|  | IB Diploma Examinations in May & June   |

\*Trials will also include any students from other year groups who have been registered for Board examinations in that year

**Mark of Excellence** - The School recognizes and celebrates exceptional effort and high achievement by students. Excellent work & behaviour is recorded in the Student Planner as a mark of appreciation and makes the student eligible for start awards- mark of excellence from the Principal A student with a total of ten such Stars will be eligible for a Certificate of Merit.

## ACTIVITY

The student-centered learning programme at Pathways is sustained through a balance between academic and extra-curricular activities. From Monday to Friday, all students participate in co-curricular activities ranging from art and craft, to music, theatre and community service. These activities form an essential part of the IB Diploma Programme. The timetable will include co-curricular periods to allow time for cultural and creative programmes.

In addition, students are given time to use the Library-Media Centre. They will also spend a certain number of hours on community service, both on campus and in surrounding areas.

## SPORTS

As with the programme of academic and cultural activities, students at Pathways School Noida can take advantage of the infrastructure, coaching and teaching time allotted, to engage in various sports.

***At the moment we offer the following sports and games:***

- Basket Ball
- Soccer
- Cricket
- Volleyball
- Horse Riding
- Golf
- Swimming
- Athletics
- Table Tennis
- Tennis
- Squash

An after-school coaching programme run by the Yuvraj Singh Centre of Excellence provides international level cricket coaching and exposure for those who opt for it.

## FIELD TRIPS

As part of the Parental Consent Form, you are requested to give permission for your child to join school-organized trips. These trips, chaperoned by school teachers and staff, may include trekking, camping, sports/cultural trips or visits to other schools.

## HOUSE SYSTEM

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

## STUDENT COUNCIL

The Student Councils enable us to involve students in some decision-making processes and give them a sense of responsibility. Council members interact with the teachers and Senior Management Team to help execute sports and co-curricular activities.

Along with the Primary School Council, we have a Secondary School Council with students from Grade 11. The Middle School Council has additional representatives who make up the school parliament. Each council will have one President, one Vice - President, one Secretary, one Sports Captain, four House Captains, an Activities Coordinator and one Magazine Editor.

The Student Councils are solely student -run bodies, formed through a detailed election process. After student nominations, teachers must ratify eligibility. The elected members are then inducted into the council through an Investiture Ceremony. All new student council members undergo training in leadership.

# **ADMISSIONS & WITHDRAWAL**

## JOINING PATHWAYS

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

### ADMISSIONS PROCEDURE

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

Expression of interest can be made on our website [www.pathwaysnoida.edu.in](http://www.pathwaysnoida.edu.in) followed by submission of an online application. The Enrolment Guide, available on the website must be completed and sent to the Admissions Office, with enclosures, on confirmation of the availability of a seat in the Grade applied for.

#### Interaction and Assessment:

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

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

Admission seekers for Grades 6 to 9 have a verbal interaction and a written assessment in English and Mathematics.

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

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

In Grade 12 only transferring IB Diploma Students are admitted, provided all the pre-requisites of the IB Diploma are met.

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

For Admissions Policy, [click here](#).

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

It is statutory obligation for all students carrying non-Indian passports to register themselves with the 'Foreign Resident Registrar's Office' (FRRO). The FRRO Form may be requested from the Admissions department in advance or not later than 2 days of student's entry into India.

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



## SCHOOL FORMS

**FRRO (Foreign Resident Registrar's Office) Form** - It is a statutory obligation for all students carrying non-Indian passports to register themselves with the 'Foreign Resident Registrar's Office'. Once this has been done parents are required to submit copies of the relevant documents to the Admissions Office.

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

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

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

**Health Forms** - The School is very particular about each individual's health and safety. Parents are required to complete the Health Form with all details. These forms need to be stamped and signed by a Registered Medical Practitioner. This will ensure the safety of your child. All inoculation records and allergy conditions must be included in the form with detailed information.

## FEE POLICY

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

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

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

**Refundable Security Deposit** - Every student admitting into Pathways School Noida needs to pay a security deposit equal to two instalments of applicable composite School fee.

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

Every year, for students in Level 2 and up, an incremental Security Deposit shall have to be deposited to bring the level at par with two instalments of the then applicable composite School fee.

Security Deposit paid in US Dollars or any other foreign currency is converted into INR at the time of admission. The same shall be refunded in US Dollars using the conversion rate in force at the time of refund, provided that such sum shall not exceed the total foreign currency received by the School, as per directive of Reserve Bank of India on repatriation of foreign currency.

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

Refunds for pass outs / withdrawals / transfers, including middle of semester withdrawals / transfers are processed twice in an academic year – at the end of each semester. The Security Deposit is refunded within 60 days of a student leaving school after adjusting unpaid dues, if any, including notice period fee in lieu of insufficient notice, if applicable.

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

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

## SCHOOL FEES

### Composite School Fee:

- The composite School fee is applicable for the school academic year.
- Students joining the school in April/May need to, additionally, pay the prescribed Pre- Term fee in addition to the annual composite school fee.
- The composite School fee covers all the teaching and other expenses such as food, the standard stationery kit, labs and library, co-curricular activities, sports etc. for the academic year.

However, the Composite School fee does not include uniforms, text books, annual camps, additional subject support/individual activity tuition (if applicable), off campus sports activities, college applications, specialized individual projects in Design and Technology/Visual Arts/Sciences, Pocket Money, Insurance, field trips and excursions, external examination fee, transportation, etc.

**Pre-term Fee** - Students opting for the pre-term session (April - June) shall have to additionally pay the Pre-Term fee equivalent to one instalment of the Composite School fee.

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

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

If a student wants to avail the transport service provided by the school in mid-session and if the school is able to provide the service, for fee computation.

- 1st to 15th of the month, a full month fee will be applicable.
- From the 16th onwards, 50% of the fee will be applicable.
- If the student uses different routes for to and for travel, then the fee amount will be charged on the basis of a longer route.
- If transport facilities are required for one side only, then the transport fee will be charged @75% of the respective transport slab fee.

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

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

1. Annual Payment Plan
2. Instalment Payment Plan

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

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

- All fee payments should be made by the due dates as indicated in the Fee Schedule.
- Students who have secured admission but join the school after the start of the session would still need to pay the full year's fee.
- For students transitioning from Level 1 to Level 2, the difference between the Registration & Admission fee paid at the time of admission, the current Level 2 fee structure will be applicable.
- If the school offers admission to a student in the middle of a session, the fee payable will be calculated on a pro rata basis for the balance period of the academic year. For fee computation, the date of joining shall be considered as the 1st day of the month in which the student is joining the school. However since the school curriculum is quite rigorous it is advisable for a student to start from the first day of the academic year.
- The School reserves the right to revise/amend the Fee Schedule.

**Rebate for Siblings** - We value the importance of giving siblings equal exposure by being in the same schooling environment. Therefore, a sibling rebate of 10% is available on Composite School Fee and Transport Fee. These rebates are available to the younger sibling(s) till the time the elder sibling is a Pathways student / school transport user. The rebate is not applicable for other charges/fees including the Refundable Security Deposit, the basis of which shall remain the standard fee for the relevant grade.

**Rebate for Annual Payment Plan** - Parents opting for the **Annual Payment Plan** shall be eligible for a **5% rebate** on Composite School fee only. This rebate is subject to the payment of complete fees as billed and charged for the full year (including transport and other components, as applicable) by 15th May, the prescribed date of payment of the

first installment. Those who are seeking admission after the due date of first instalment, will be eligible for annual fee rebate only if they make the complete annual payment within 15 days of pro-forma invoice date or beginning of academic year, whichever is earlier.

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

In order to meet the expenses as aforesaid, all students are required to maintain a minimum balance in the contingency account as follows: Rs. 15,000.

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

A detailed statement of the Contingency Account is available on Toddle along with the student account statement. Parents are required to reimburse the expenses incurred by the student and restore the balance of the Contingency Account to the levels as aforesaid in each billing cycle.

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

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

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

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

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

## **MEDICAL INSURANCE**

In order to ensure smooth handling at the unfortunate event of any emergency, all students will be mandatorily covered by the schools medical insurance scheme, the annual premium for the same is Rs. 1,500 which is deducted from the students contingency account. For new students, the same is done at the time of admission itself.

## RE - ADMISSION

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

The Registration Fee for students seeking re-admission within one year of withdrawal shall be waived. In case the student is seeking re-admission in the same or the next academic year and the withdrawal clearance has not yet been processed, the admission fee shall be waived.

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

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

## SABBATICAL

In case a household is re-locating for a brief period, or in case there is any other compelling reason, the parents could request for a sabbatical in writing.

1. Sabbatical requests for the following semester should be received by school before the cut off dates of 30th April and 30th November.
2. Notice Period Fee shall be applicable if Sabbatical request comes after the above dates.
3. Sabbatical option is not available to students finishing grades 10 and 11 and fee defaulters.
4. Sabbatical is offered for a period of one year, extendable by another year. The maximum duration for sabbatical can be 2 years.
5. All sabbatical cases including their extension have to be duly approved and sanctioned by the School Director.
6. At the time of availing the sabbatical facility, the student account should be fully settled as done in the event of withdrawal. Dues, if any should be fully paid up. The security deposit as applicable for the year that student last attended school shall be retained as security for guaranteeing a seat upon return.
7. During the sabbatical phase, no fee is payable by the student.

8. Admission fee is waived for students returning within the prescribed time of approved sabbatical.
9. Returning students shall have to pay incremental security deposit at the time of re-joining to match the same to the then applicable level.
10. Returning students might have to undertake a placement assessment as per school policy. School maintains the right to determine the appropriate grade in which the student can re-enter the school.
11. Parents are required to notify the school on or before 30th November or 30th April for the student's re-entry in the school in the following semester. For middle of semester re-entry, such notification shall be made at least 60 days prior to the date of re-entry.
12. In the absence of such notification by the parents, the guaranteed seat may no more be available to the student.
13. Absence of notifying the re-entry of the student within prescribed time limit and/or non return of student after expiry of sabbatical period shall lead to forfeiture of:
  - 50% of the retained security deposit in cases where the written sabbatical communication was made to the school within the prescribed notice period time limit of 30th of November and/or 30th of April of the same year.
  - 100% of the retained security deposit in cases where the written sabbatical communication was made to the school post the prescribed notice period time limit of 30th of November and/or 30th of April of the same year.
14. 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.
15. The School reserves the right to refuse a seat on the basis of behavioural/academic or any other issues reported by the last School attended by the student.

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

The School Director  
Pathways School Noida,  
Sector 100,  
Off Expressway,  
Noida, NCR Delhi

Dear Sir,

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

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

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

Thanking You



## WITHDRAWALS

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

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

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

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

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

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

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

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

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

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

**Transfer Certificates** - Transfer Certificates are issued once the student's dues to the school have been fully paid and settled and all school assets / resources returned to school in good condition.

## TRANSFER POLICY

### IU Transfer from Pathways Early Years Schools (EY):

- **Registration & Admission Fee** – For both of these fee components, the difference between the amount paid at the time of admission in EY and the prevalent PSN fee structure will be applicable.
- **Security Deposit:**
  - For EY units, the security deposit balance at EY will be transferred to PSN and the differential amount will be applicable.
  - For all other EY units, security deposit will be applicable as per the fee structure of PSN.

**IU Transfer from PSG & PWS** - If the total Admission and Registration Fee is higher at Pathways School Noida than the amount paid at a sister K-12 school, the difference will be charged.

**IU Transfer to PSG & PWS** - Students withdrawing from PSN for transfers to PWS or PSG will be governed by the withdrawal policy of PSN.

## Annexure 1

### Sub: Withdrawal

Student Name: \_\_\_\_\_ IDNo.: \_\_\_\_\_ Grade: \_\_\_\_\_

I wish to request withdrawal of my aforesaid ward from Pathways School for the reasons described below. My ward would discontinue attending the school from \_\_\_\_\_.

I request you to kindly process the withdrawal in accordance to the school rules as printed in the Parent Student Handbook. I undertake to settle pending accounts of my ward and request the school to issue the Transfer Certificate upon my doing so.

Reasons for withdrawal: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Signature)

(Name)

(Relationship)

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

\_\_\_\_\_

\_\_\_\_\_

For Official Use

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

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

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**Annexure 2**  
***No Dues Undertaking***

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

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Relationship with Student: \_\_\_\_\_

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

## **IT Undertaking**

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

Pathways School Noida  
Sector 100,  
Off Expressway  
Noida

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

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

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

[illegible]



**PATHWAYS**  
S C H O O L  
Learn • Work • Play • Think • LIVE  
NOIDA

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