



Parents' Handbook

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Pathshala Parents' Handbook is prepared for the effective and efficient operation and communication of school system. Our objective is to make our parents familiar with the school's system, regulations, procedures, and parents' responsibilities for the holistic development of every child. This handbook serves as a communication tool, outlining the school's policies, expectations, guidelines, teaching methodologies, evaluation, and curriculum.

Abbreviations

ATP	-	Action Team for Partnership
CA	-	Class Assignment
CCA	-	Co-curricular Activities
CEO	-	Chief Executive Officer CP - Chart Paper
CISM	-	Concern and Idea Sharing Meeting
CT	-	Co-Teacher
EB	-	Exercise Book
ECA	-	Extra Curricular Activities
GT	-	Grade Teacher
HA	-	Home Assignment
HOD	-	Head of Department
MDM	-	Monthly Department Meeting
MTT	-	Mid Term Test
NPP	-	News Print Paper
OA	-	Office Assistant
PEB	-	Practice Exercise Book
PNF	-	Pathshala Nepal Foundation
PTC	-	Parents Teachers Conference
RP	-	Resource Person
ST	-	Subject Teacher
TI	-	Transportation In-charge
TLA	-	Teaching Learning Activities
TLP	-	Teaching Learning Process
Tr	-	Teacher

Note: These abbreviations are used in notice, newsletter, diary or EB.

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1. Our Vision

Pathshala Nepal Foundation envisions transforming students into life-long learners who are capable of acquiring, demonstrating, and appreciating the knowledge and skills necessary to impart local and national values to global citizens.

2. Our Mission

The mission of Pathshala Nepal Foundation is to develop every aspect of the academic, social, and emotional lives of students in a caring, supportive, stimulating, and challenging environment in order to achieve the school's motto, 'Sarthaik Sikshya: Sarthaik Jiwan'.

3. Parents' Involvement

The school forms Action Team for Partnership (ATP) once in every 2 academic sessions. ATP consists of one elected/nominated candidate among parents from each class/section, teachers' representatives, and school management representatives. This body bridges between school and parents in areas like field trips, ECAs and CCAs, celebration of events, and ventilating grievances. Parents are encouraged to communicate, cooperate and serve through ATP.

Parents of this school are mainly involved in the following seven different areas:

- Parenting
- Communication
- Volunteering
- Partnership with Community
- Participation and Initiatives
- Ventilating Grievances

4. School Curriculum

a) Curriculum and Books (I-VIII)

The school primarily follows the curriculum of the Nepal Government as the core curriculum, which is supplemented by the School-Made Curriculum (SMC). The SMC is developed to make students familiar with various practical aspects of the integrated and thematic teaching-learning processes. The SMC is incorporated into various areas of the Government Curriculum, such as values education, current national and global affairs, field trips, community services, and theme-based celebrations, in alignment with the knowledge level, learning style, and age level of students.

The school provides a brief curriculum at the beginning of the new academic session, which helps parents understand the school's curriculum, and supports children's progress.

Books of different publications approved by the Curriculum Development Centre (CDC), Nepal, are selected as the main books based on the teachers' recommendations and goals. As part of theme-based learning, certain books of language and literature are selected according to the grade levels to encourage independent learning and understanding of the genesis, history, biography, society, science, drama, and so on.

Grades I to V do not need to bring books to school except Computer and Nepali Grammar. While teachers might ask students to bring books as per their plans at times. From Grade VI onwards, they have to bring books as per the routine and teachers' plans.

b) Curriculum (Pre-Uni Program IX-XII)

In addition to following the prescribed curriculum of the National Education Board's (NEB), Pathshala Pre-Uni Program integrates global standards of education that ensure the qualities of curiosity, knowledge, self-reliance, introspection, and compassion. Pre-Uni Program incorporates moral, emotional, social, and cognitive learning styles in teaching-learning methods. Pathshala caters Science and Management subject groups with variations in the subject choices.

5. Major Activities for Teaching Learning Process

Variations in the activities are planned in different subjects to meet the objectives of the curriculum. The following major activities are carried out with the objective of promoting the overall development of students of different multiple intelligence and different learning styles:

- Mock-up activities
- Drama, Role play, Skits
- Field trips (pre-on-post trip activities)
- Resource person (Interaction or workshop)
- Movie watch (pre-on-post activities)
- Research-based activities (library, interviews, internet, visits, observation records, etc.)
- Presentations of projects
- Letter, Story, Poem reading or reciting and writing
- Life history, Time line preparation

- Debate, Elocution, Quiz
- Book-based Activities
- Narrating experiences, events
- Study, make charts (word, phrasal, pictorial)
- Observation and recording
- Experiments by using instruments
- Describing (oral and written)
- Contests (vocabulary, spelling, writing, reading, etc.)
- Library Activities (book talk, book review...)
- Drawing, painting, craft works, collage, clay works
- Maps study and map making
- Slide presentation (prepared or collected by teachers or students)
- Book preparation of collected materials
- Journal writing, Report writing
- Individual, group, peer tasks
- Menu activities
- Annual Community Study
- Relevant games
- Meet the author

6. Assessment and Record Keeping

a) Ongoing Assessment (I-VIII)

Ongoing assessment includes the performance of students in class assignments, home assignments, projects, class tests, and participation during different Teaching-Learning Activities (TLAs) in or outside the classroom, sharing, meeting, and reflection of acquired knowledge and skills.

b) Cyclical Assessment System (IX-XII)

Cyclical Assessments take place within a period of forty-five to fifty-five working days. Cyclical Assessment includes the reflection on students' understanding in the form of classwork, home assignments, projects, class tests, and participation during different teaching-learning activities (TLA) in and outside the classroom.

Throughout this cycle, respective GTs/CISM or subject teachers may invite parents to discuss further on a particular problem-area of students. Parents are also encouraged to update themselves with their children's academic progress, and involve in a regular interaction with teachers.

c) **Written Examinations**

Class tests in grades I to III are administered in each term to assess how students have performed regarding the objectives of a particular theme, and also to provide the required feedback and support timely. There is provision of Mid-Term Test (MTT) with similar objectives in each term for grades IV to VIII. Three Terminal examinations are conducted according to the school calendar for grades IV to VIII.

Exam routine and syllabus are provided to parents in advance so that they can guide their children at home. In each terminal examination, the test papers along with the teachers' feedback are sent to parents to observe the overall growth of students. Parents are suggested to go through the documents and provide the required feedback to their children. Follow-up and support are highly expected.

In addition to the terminal exams, Grade X and Grade XII students have to take the Mock-Ups and Pre-Board Exams, respectively. Grades X and XII students have to sit for the Board Exams conducted by the National Education Board (NEB).

d) **Records Keeping**

Teachers keep records of students' performances in various areas, such as participation in academic learning, ECAs and clubs, attendance, hygiene, and uniform, so as to provide the required reports to parents and guardians. The main objective of the assessment and record keeping is to offer feedback and support to students for the improvement of their performance. It is assured and expected that the sharing of performance is limited only to your own child. Sharing other students' record is strictly prohibited.

e) **Progress Report**

After each terminal examination, students get a progress report that includes Narrative and Grade Reports.

Grade Report

Grade Report is given to each student after each terminal examination and cyclical assessment, which consists of letter grading of tests and exams held, projects assigned, class assignments, and home assignments given throughout the term period. For grades I to III, Thematic Rubric-based ongoing assessments are prioritized, along with some written tests.

Grade report also consists of assessment of ECAs like dance, music, arts, PE, scout, theatre, and taekwondo, depending upon the grades and clubs of students.

Narrative Report

Based on curricular goals, we provide a Narrative Report, which includes skill-based growth of students in each subject. We request all parents and guardians to go through this report. It will further help in understanding students' progress and support needed in each subject –based skill area.

7. Values-Education

Values-Education is a positive approach of school to promote human values by incorporating relevant teaching-learning processes. This approach brings out better academic results and qualitative improvement in pupil's attitude and behaviour. Here is a list of some activities to support values education under Problem-based Behavioral Intervention and Support (PBIS) programme:

- Soft Skill focused subject based teaching–learning procedures
- Values Education classes with specific curriculum
- Grade-wise community service
- School-made curriculum
- Theme based sharing (classes and assemblies)
- Yoga and meditation classes, Quiet Time
- Counseling sessions
- Students Quality Circle
- Motivational sessions
- Advisement sessions

Pathshala has been emphasizing values- education from the day of its establishment by integrating values in every subject based TLP. We believe that this kind of school's approach will help our pupils develop ways to be aware of personal, social, moral and spiritual values.

8. General Concerns

- a) Ensure a conducive learning environment at home for a proper growth and development of your child.
- b) Inform the school if you think any information about the child is helpful to school. Never compare your child with another because every human being has unique and capability and differences.
- c) Observe the changes taking place in your child. It is a gradual process. Changes and growth depend on person to person, do not expect too much and too soon.

- d) No drugs, smoking, alcohol, tobacco, or weapons are allowed on the premises of Pathshala.
- e) Bullying, abusing, harassing, or discriminating, in any form (verbal, physical, social, or cyber) based on gender, ethnicity, religion, economic status or geography, will not be tolerated at Pathshala. We have a zero-tolerance policy, and consequences for bullying will be swift and severe.
- f) Cooperate and communicate with the school regarding your child's day-to-day learning.
- g) Contact the office for appointment before you meet subject teachers, Grade Teachers, CISM teachers, Coordinator, Principal or Chief Executive.
- h) While giving feedback and suggestions to school, be specific and case based. Feedback and suggestions could be written or oral, but they must be between parent/guardian and Grade Teacher or Coordinator or Principal or Chief Executive.
- i) If the child is absent, parents/guardians are strongly advised to inform the school to their earliest with the reason to the concerned Grade Teacher/CISM teacher or administration.
- j) If the child is losing interest in learning, gets easily distracted, tells lies frequently, uses abusing language or behaves violently towards his/her siblings, school needs to know on time.
- k) Parents or Guardians are obliged to come to school on time in meetings scheduled at school. Prior notice is a must if there is a reason for delay or absence.
- l) School provides all required materials or stationery to use in class. To create a similar learning environment, we request parents to make availability of some materials at home as well, like chart papers, A-4 sized papers, two-lined loose sheets, colours, cello tape, masking tape, glue stick, scissors, long scale, and other stationeries. Let's also motivate our students in learning by providing reference books, extra books to promote reading habit, and age-appropriate digital resources, etc.
- m) Utilizing the school library offers students a multitude of benefits, including access to diverse resources that foster intellectual growth, independent learning, and critical thinking skills.
- n) We ask our parents to manage appropriate gadgets for their children to facilitate independent learning and virtual classes (if needed). However, parents should set specific times when their children can use these tools for school work or

research.

- o) If you think you could be helpful in teaching learning activities (TLAs) of the school, let the school know in advance so that we can plan for interaction classes.
- p) The refectory at Pathshala ensures healthy and balanced lunch and snack options that meet the students' physical growth and mental development. The food on the menu includes nutritiously rich Nepali food varieties recommended by a team of nutritionists. Let's reassure children to eat all varieties of food, encourage them to eat sufficiently, and finish what's on their plate, both at home and in school.
- q) We think of common interests. Hence, we discourage our parents/guardians to seek favour from administration and teachers.

9. Safety

The safety of the whole Pathshala family is important.

- a) If we have to close the classes at a short notice, then a letter or quote in students' diary will be sent. Parents may even be notified via text or Viber messages.
- b) Pathshala also has a notice-board phone call service. In case you need to be informed about some of upcoming programmes and sudden closing of school due to unforeseen circumstances, dial: 1618-01-4490451 for recorded message or check your Viber.
- c) School may also send SMS or mails if needed. Therefore, we request you to provide us with a contact number and an email ID of one of the parents.
- d) Keep Pathshala informed and updated with your phone number, e-mail and residential address. Also make sure that your child knows the contact number of residence, parents, Grade Teacher and school.
- e) Pathshala provides shuttle services to a wide range of places in the Kathmandu Valley. However, it is not mandatory if they prefer self-pickup and drop-off. Arrive at the bus stops five minutes earlier than the bus is scheduled to arrive. For contact, save your route driver's/attendant's cell numbers. For any change in your pickup/drop-off points, inform the bust staff and the TI.
- f) In case the bus gets into a traffic jam on the way due to strike or other reasons, please contact the school office, bus helper, or transportation in-charge for information. School will also reach all parents as soon as possible.
- g) Walkers' parents should make sure that children are sent to school with someone reliable. Send them only 10-15 minutes earlier to school hour. Parents are requested to pick up their child within 15-30 minutes of school closure time.

Respective Grade Teachers/CISM teachers must be informed if there is any change in regular drop off and pick up times.

- h) We advise you to give the list of people who are permitted to send the child with from the school.
- i) If parents are sensing any threat or have any sensitive issues in and outside family, bring the matters into the notice of school on time. Such information should be given in written form to Grade Teacher, CISM teacher, Coordinator or Principal.
- j) Students are discouraged to bring any kind of junk food in the school. However, cooked food or biscuits, or bakery items can be brought for snacks if needed.
- k) It is recommended not to wear ornaments or bring other expensive items (including cash) to school unless they are absolutely necessary or have some use with the purpose of school. If such items are misplaced or lost, school will not be responsible.
- l) Students must drop off only at their respective bus stops. They are not allowed to get off the bus until they reach their stop.
- m) Students can bring prescribed medicine only with prior information to the Grade Teacher/ CISM teacher.
- n) It is a must to receive a gate pass from the front-office for early or during school departures.

10. Financial

- a) School will send bills six times in an academic session i.e. Baisakh, Ashadh, Bhadra, Kartik, Poush and Falgun, each consisting of two months. Payments must be made within 15 days of billing. However, parents can pay the total amount in a single installment or two installments at the beginning of the academic year in the case of Pre-Uni students. Paying the fees in a single installment will avail the discount of 10%.
- b) A fine of NRs. 500 will be charged for delay payments for each consecutive delayed month. Additionally, if bills are not paid for two consecutive installments, school will take this matter seriously. Parents have to come to school in-person to report the issues causing the delay.
- c) Please do not forget to take fee memo/receipt or bank voucher while clearing the dues.
- d) Tuition fees will be charged for 12 months for each academic session, whereas bus, lunch and snacks fees will be charged only for 11 months.
- e) Admission, annual and monthly fees once paid, are non-refundable, non-endorsable and non-transferable except security deposit. However, if a child has

to be taken out from school in the mid-session or without prior information, Security Deposit is not refunded.

- f) Payment of bills must be made in any branches of the NMB Bank. The given account no., name of the student, class and student ID number must be duly filled in the payment voucher. Please make a separate payment for Baneshwor and Bagdol. Parents/ guardians must keep the receipt/voucher safely. In case of discrepancy, they must submit original receipt or voucher. It is also mandatory to produce an original voucher/receipt for security Deposit Refund, which will be paid after the completion of school level.
- g) For any school property broken, damaged, or vandalized by the child, school demands compensation. It is intended to those who make unauthorized use or are found misusing.
- h) In case of any disputes, the decision of school shall be final and abiding. The school reserves the right to modify and eliminate the existing norms and to formulate new ones at any given time in the future, if deemed necessary.
- i) Pathshala doesn't accept any donation. Fees and charges are the only sources of school operation. Hence, we request our parents to cooperate by paying bills timely.

11. Communication System

a) Administrative Newsletters

School sends administrative newsletters in the first week of the month with news of important events held or are to be carried out along with important information. This is a source of information for all teachers, non-teaching staff, parents, guardians and students.

b) Class News

School also sends subject based newsletters once in a term to parents and guardians as another part of information sharing. Subject wise newsletter includes each subject's news on:

- i. Curricular areas covered up, being worked on at present and to be done.
- ii. Major activities carried out, going on and to be carried out to meet the goals of the curriculum.

Note: Depending on situation, newsletter may not be sent sometimes. Information of sending newsletter is sent through diaries and Viber.

c) Situational Information/Notes

School also sends information in the form of notes through diaries or in slips if required as per time or circumstances.

d) Diary or E-mail

Some information can be shared through a note in diary or emails between teacher and parents. Diary messages are expected to be positive comments and official, grade-wise or situational information. Parents' response to such messages and reports is expected immediately. Parents are also requested to mail their feedback, queries or suggestions to Principal, or CEO via school email at pnf2002@pathshala.edu.np, if needed.

e) Phone calls

We send Grade/CISM Teacher's number along with some other concerned persons' numbers. Parents and teachers may use phone calls to share information or to clarify any queries. You may send a text message to the respective Grade/CISM teacher if calls are not received or are busy. During school days, 3:45-4:45 PM is the suggested time for phone calls. In case of emergency, you may make a call till 7:00 PM.

f) Viber Group

Viber group is created to communicate the general information related to the mass or the group. Please use personal SMS or phone call (or personal Viber) to communicate your personal matters. Let's develop the culture of sharing the matter positively with constructive feedback.

g) Parents-Teacher Conferences (PTC)

Each terminal examination is followed by the Parents Teacher Conference (PTC). The objective of this conference is to share the progress report of individual students with parents and provide the concrete suggestions for further improvement. This is an opportunity to collect information about the child at home, too. A timetable is sent to parents to attend the conference. Those parents who cannot attend the conference should pre-inform the Grade/CISM Teacher with reasons.

h) Monthly Contact

Contact between parents and Grade/CISM teacher of individual student of a particular class is carried out for exchanging information about child. It can be either with the initiation of teacher or that of parents. There might be occasions when

GTs/CISM teachers or subject teachers run virtual meetings with parents and students.

i) Website, Facebook, Instagram, YouTube

You may also visit school's website and other official social medias like Facebook, Instagram and You tube for the updates of events and activities. Pathshala Application will also be used as the medium of communication to share certain information about your child and school activities.

j) Students Attendance Procedure

Grade Teachers (GTs) keep a daily attendance of students. GTs collect a letter/note from a parent or guardian stating the reason/s for the students' absence. This letter/note must accompany the child upon his or her return to school. GTs keep the record of absentees so as to provide required support or guidance afterwards. If a child needs leave for more than 3 days, Grade Teachers will have a meeting with the principal for decision and follow up plan. Parents also need to have a plan to support their children at home for the missed lessons. For Pre-Uni students, there is provision of bio-metric attendance and a phone call is expected if any student remains absent.

12. Lost and Found Property

Students have to look for their lost /misplaced belongings in the lost-and-found box. If things are not collected for a long time, they are exhibited during assembly for identification and are further collected in store for donation if not claimed back. Parents and guardians are requested to label their child's belongings with their code number or name so that it can be easier to return to them. We expect parents to encourage their child to be responsible and check belongings and report if things are lost before leaving the school.

13. Rewards

a) Annual Token of Merit

Students are awarded with Token of Merit at the end of the year on the basis of long-term observation and records maintained by the teachers. This award is given to acknowledge the multiple intelligence, learning ways and behavioural traits of individual student.

b) Students Leadership Roles

Students who perform consistently well in academic as well as in disciplinary areas are awarded with leadership roles in different clubs, committees and houses. They are also given opportunity to become school captain and vice-captain.

The school offers learning support to all students to develop their age-wise leadership skills. They are encouraged to attend or participate in different leadership and skill-based workshops and programmes in or out of school.

There is provision of Class Representatives in Pre-Uni. The selection process includes the representation of two CRs from Pathshala itself and two from other than Pathshala.

c) Appreciation Cards/Certificates

School has the system of theme based ongoing assessment throughout different months e.g. handwriting, elocution, quality assignments, etc. Best performers and best improvers of the particular theme-based activities are awarded with appreciation certificates termed as Merit Cards that help students to open gates of personal and professional development in future with rich portfolio. Students getting 10 Merit Cards will be provided with a Gold Card, and those with 10 Gold Cards will get a Special Card.

14. Co-Curricular and Extra-Curricular Activities

Different co-curricular and extra-curricular activities are conducted in the form of contests and competitions, exhibitions, fair and fete. Students are encouraged to take part in outdoor education activities like seminars and workshops, documentary/movie watch, community service, hiking, annual community study, etc. organized by school or other organizations. Parents have to encourage their children to prepare and participate according to the school calendar and information provided by the school.

Club Formation and Activities

Following clubs are formed with the objective of promoting overall development of students.

- i. Social Welfare Club
- ii. Music Club
- iii. Arts /Crafts Club
- iv. Volunteer Club

- v. Sports Club
- vi. Literature Club (English/Nepali)
- vii. Dance Club
- viii. Theater Club
- ix. STEAM Club
- x. Students Quality Circle
- xi. Appreciative Inquiry Committee
- xii. Advisement Committee

The objective is to develop the hidden talents of students in the field of literature, music, arts and crafts, dance, physical education and sports, drama, social service, etc. It also aims at the life-skill development of the students. Some students are the captains and members of the clubs, whereas teachers work as club masters. Clubs run different programmes to raise awareness and develop soft-skills in coordination with Academic, ECA and Language Arts Coordinators.

15. Home Assignment Policy

a) Home Assignment

There are certain policies for homework at Pathshala. The purpose of assigning homework is to improve learning by reinforcing newly acquired skills, completing preparatory tasks like reading for background knowledge, and applying classroom knowledge for deeper understanding. Homework is assigned regularly to all students and is progressively increased in amount from the basic level to the secondary level. Students are well oriented by teachers on their assignments. Assignments can be either pre-learning or post-learning activity at times depending upon priorities set by teachers in their plans.

Parents must encourage, support and supervise their children to do their assignments sincerely at home.

b) Written Home Assignment: Suggested Average Time

Grades I and II:	45 to 60 minutes a day
Grades III and IV:	1 to 1.5 hrs./day
Grades V and VI:	1.5 to 2 hrs./day
Grades VII-VIII:	2 to 3 hrs./day
Grades IX-X:	2.5 to 3 hrs./day
Grades XI-XII:	3 to 4 hrs./day

If projects are assigned, children are provided ample time for completion. Such

projects are creative in nature and are according to the level of learning age. Teachers give reading assignments time to time to develop the reading habit for retaining the knowledge they have acquired. That has to be strictly followed by students, and supervised by parents.

c) Use of Diary

- i. GTs orient students on the use of their diaries and ask them to handle their diaries with care.
- ii. Information details in the front pages have to be filled in by parents appropriately.
- iii. Parents should sign and write comments regularly.
- iv. Notes or comments passed through student diaries are expected to be positive information only. If any negative information has to be shared about your child or teacher or anyone, please, meet in private with pre-information, or make a call to the respective Grade Teacher.

d) Correction / Feedback Process

- i. 'Correction tools' are used for correcting students' work.
- ii. Parents should encourage their children to maintain handwriting quality.
- iii. Parents ought to check if their children are following the feedback given by teachers on re-doing and rewriting.
- iv. Subject or Grade Teachers sometimes ask the students to cover up their missed assignments either by using lunch break time or by giving extra time.
- v. Parents have to go through the Exercise Books (EBs) of Class Assignment (CA) and Home Assignment (HA) at least once a week. Teachers send CA copies after the completion of a topic or a unit on monthly basis. Parents have to send their feedback and signature as a gesture of involvement in student's learning process. Students can have some assignments in their folders, too. This can be a good opportunity for parents to see what has been taught and how their children are doing.

16. Conflict Resolution

As our students are from diverse backgrounds, they may find themselves amidst several conflicts or disagreements among one another. Students are asked to solve their conflicts through discussion immediately or at an appropriate time. It is done under the guidance of teachers.

In an effort to assist children in resolving their problems in an effective manner, a program of conflict resolution has been established. Teachers and students will be trained as conflict managers, and teams of students help peers who experience difficulties.

17. Child Study Team and Counselor

The Child Study Team consists of the Principal, Academic Coordinator, learning specialist, nurse, psychologist, and invited teachers. The team provides advice and workouts for students who are not working up to their potentials, or are experiencing any socio-emotional changes.

Child counselor conducts sessions on a priority basis for group or individual counseling, and may reach out to the respective parents if needed. Parents' consent is taken for individual counseling. Confidentiality is maintained in all the individual cases.

18. Advisement Committee

Advisement committee is a team of a certain number of students and GT, ST, Cod or Principal to support students for better academic, socio-emotional or behavioural performances. This is mainly a homogenous group of students specially based on their academic performances. However, socio-emotional and behaviour aspects are also taken into considerations to provide support to the students. This committee meets to set a target, and reflect and review upon it once in a month. The nature of the meeting remains non-formal and the details are kept confidential among the team members (until and unless it is necessary to share). This is in practice among middle school students (grade 6-8).

19. School on Sundays

School remains closed for students on the first and third Sundays of each month. First and third Sundays are used for Teachers' Professional Development Programmes and Monthly Department Meeting and Workshop. These Sundays may also be used for makeup classes if the school has remained closed due to strikes or other unforeseen reasons during the week. For Pre-Uni students, the school remains off only on the third Sunday. The school remains closed for all on the fifth Sunday.

20. School Timing

School time throughout the year remains the same. In case of any change in the regular timing, school will pre-inform through notice.

<u>For Grades (I-VIII)</u>		<u>For Grades (IX-XII)</u>	
Starting	Closing	Starting	Closing
08:45 AM	03:45 PM	6:45 AM	2:00 PM

21. School Uniform

It is compulsory for all the students to wear proper school uniforms as mentioned below:

a) Regular (I-VIII)

Boys: Shirt, pants, black leather shoes, and ash grey socks.

Girls: Shirt, pants, black leather shoes, ash grey socks, black hair rubber band, and white ribbon.

b) Regular (Pre-Uni IX-XII)

Boys: Shirt, pants, coat, black leather shoes, and ash grey socks.

Girls: Shirt, pants, coat, black leather shoes, ash grey socks, black hair rubber band, and white ribbon.

c) PE/Sports (Every Wednesdays and PE Days)

Boys: House shirt, trousers, white shoes and white socks

Girls: House/ Pre-Uni shirt, trousers, white shoes, white socks and black hair rubber band, house-coloured ribbon.

NB:

- During winter days, students wear school sweater, jacket, hoody (Pre-Uni only), cap and muffler.
- Coding in dresses and other belonging is compulsory
- Black Shoes are preferable without shoelaces
- For PE, students may use either white canvas or completely white sports shoes.

22. Student Support and Services

a) Reinforcement Classes

Pathshala Pre-Uni Program runs need-based reinforcement classes for students, which aim at providing deeper dives into subjects that students are having issues with. These reinforcement classes help our students overcome their academic difficulties and give ample opportunities to learn in a small group and interact well with the teachers. Basically, reinforcement classes comprise Maths, Physics, Chemistry and Accountancy subjects, and students have to pay additional fees if they

want to sit in the reinforcement classes.

b) Career Counseling and University Application

This program is specially designed to counsel students in their social, psychological, mental, and academic spheres. This program also prepares students for their further studies. Students with any difficulty in choosing the subjects in the secondary level (Grade 11) and under-graduate studies are individually counseled by a team of subject-experts.

Quantitative and Verbal Reasoning tests are administered to students. Different subject related materials are developed to facilitate them for medical, engineering, IELTS, SAT preparation. An independent mechanism at Pathshala Pre-Uni facilitates student's application process at national and international universities.

c) English Language Enhancement Programme and Reading and Reflection

The English Language Enhancement Programme aims at developing all four skills of the English language while enabling our students to stand vis-à-vis the students having various exposures globally. Besides the basics of English, it incorporates necessary grammatical, theoretical, comprehensive reading, and extensive writing practices. Our sole purpose in designing this course is to acquaint the students with the practices of English being currently used on a global scale.

Pathshala Pre-Uni Program encourages extensive reading, where students are suggested to read nine books in an academic year, including a variety of genres. The objective of Reading and Reflection is to give exposure to students to words and structures in natural contexts.

d) The Duke of Edinburgh's International award

Pathshala Nepal Foundation is one of the award centers of the Duke of Edinburgh's International Award and aims to empower and encourage young people (aged 14-24) to develop their skills, creativity, and leadership abilities. The DofE is comprised of four key elements: volunteering, physical fitness, skill development, and adventurous journey. Participants must complete tasks and challenges within each of these categories in order to achieve their award, which is highly regarded by universities, employers, and organizations around the world.

By participating in the DofE Award, young people have the opportunity to push themselves out of their comfort zones, and build confidence, resilience, and a sense of achievement, while also making lasting memories and friendships.

e) Concern and Idea-Sharing Session (CISM)

As part of our support for the students, we run concern and idea sharing sessions every week. We have a team of teachers to mentor and interact with small groups of students. Agenda are prepared after discussing with students and genuine ideas are brought to the level of implementation.

f) Community Service

We motivate our students to value their communities and contribute constructively to society as a whole. Compassion is one of our key values, and students are given the opportunity to discover the actual meaning of socialization. Grade IX students are involved in a 40-hour community service, while Grade IX students offer a 20-hour service to the community.

g) School Library, Science Laboratories, Mathematics Lab and more

We promote easy and frequent access to the school library, science lab and math's lab as it is crucial for students to foster their practical learning and to deepen their understanding of subjects. These facilities offer hands-on experiences that complement classroom instruction and promote critical thinking skills.

Students have scheduled library class once a week (in grade 1-10) whereas, they can also enjoy studying and researching in the school library as per their group schedule (in grade 11-12). There are three Science labs that are separate and specific to the field of school level science. i.e. Biology, Chemistry and Physics. In math's lab, students and teachers explore hands-on approach to learn the math's concepts and skills. Additionally, in collaboration with Karkhana, (grade 6-8) students learn the applied aspects of science being more creative, innovative and critical thinkers.

By actively engaging with their children about their experiences in these facilities and expressing pride in their achievements, parents can instill a sense of curiosity and motivation to explore and utilize these resources to their fullest potential.