



ALUMNI ACCESS PROCEDURE

The AES CORE

AES cultivates a legacy of excellence by inspiring the minds and hearts of all students. Our commitment to holistic education challenges learners to achieve their highest potential, while our inclusive community fosters a spirit of respect and collaboration. We celebrate diversity as a cornerstone of our identity, and our teachers strive to ensure that every student is seen, valued, and heard. Guided by our motto, *"Enter to Learn. Leave to Serve."*, we nurture individuals who contribute positively to the world around us.

OUR MISSION

The American Embassy School provides a balanced education defined by a joyful pursuit of excellence in academics, athletics, arts and service. We enable each student to be an inspired lifelong learner and responsible, compassionate global citizen.

CULTURE OF BELONGING STATEMENT

The American School is a community of diverse learners. We celebrate the strength of our diversity and are committed to nurture a culture of belonging. All members of our school community actively support every learner's academic, social and emotional growth.

OUR VALUES

- **We believe that everyone:**
 - has intrinsic value
 - needs safety, trust, and respect
 - is responsible for their choices
 - learns and grows through challenge
 - lives more meaningfully when pursuing their passions
 - is enriched by diversity
 - is strengthened through service
 - flourishes in a community that is caring, collaborative and nurturing
 - has the power to create a more peaceful world

AES DEFINITION OF LEARNING

At AES, Learning is multidimensional;

- Learners construct deep conceptual understanding;
- Learners develop high levels of transferable competency;
- Learners pursue self-discovery through a reflective journey;
- Learners apply their knowledge and skills to affect positive change in a larger community.

Alumni Access Procedure

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Any changes to this procedure will be communicated as applicable. Responsible person for the development and changes to this policy:

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Overview

This document describes how the Headway Team works to provide smooth and positive transitions for students and families.

Alumni Objective

Definition of Alumni - All students (graduates and non-graduates), parents, and employees who have left AES.

Related Documents

- [AES Board of Governors Admissions Policy - BPM Chapter 8 Students](#)
- [Alumni Website](#)

Alumni Access Objective

To create a warm and welcoming atmosphere for our former students, parents, and employees during their visits to campus while supporting the current school policies regarding attendance, child safety, and what is in the best interest of student learning.

To provide a platform through which alumni can connect with and contribute towards their alma mater.

To facilitate intergenerational exchanges—such as through a mentorship network—that connect and strengthen our community worldwide.

Procedure

- All students who have attended AES (graduates and non-graduates) will be issued AES Alumni Cards. All AES parent and employee alumni (who left on good terms) are eligible for AES Alumni Cards.

NOTE— AES Alumni Cards do not automatically give access to the AES campus.

- Alumni who would like to visit the AES campus **must** schedule a visit prior to their arrival. They should email alumni@aes.ac.in. Should an alumni contact a staff member directly, please ensure the Alumni Office is aware.
- Alumni visits are allowed after school unattended from 3:30–4:30 pm. The visits on campus should not exceed 60 minutes.
- Visiting alumni must keep their visitor passes on for the duration of their visits and return them to the alumni office within 60 minutes.
- Alumni visits are limited to campus tours and meeting faculty members. They are not for socializing with other students.
- Class shadowing is not available in High School, Middle School, and Elementary School please follow up with the Alumni Office on the process.
- Alumni are not allowed access to any campus facilities (including pool, tennis courts, and gym) unless they are the guest of a current AES member OR they have received advanced permission from the Alumni Office.
- Alumni may not take any photos of current students or faculty without their permission.
- [Child Safeguarding](#) measures to be followed.

Procedures are subject to change at the discretion of the Alumni Office in consultation with relevant members of the Administration.