



“Education is not information it is transformation.” Thus in order to achieve the set targets for managing discipline & best character traits among our students please adhere to the school rules.

Attendance Rules:

- Apart from the regular holidays each student will be entitled to 5 days leave (inclusive of casual and sick) during a school calendar year, September to June (2 leaves in 1st Sem + 3 leaves in 2nd Sem). These must be availed as one day at a time.
- In case a student is ill, his medical certificate should be sent to school along with the application. No sick leave will be granted without the medical certificate.
- Casual leave can only be availed after getting it approved by the principal, however failing to do so will be considered as one day's absence.
- If leave is taken over the weekend, Saturday and Sunday will be counted in the casual leave.
- Two short breaks will be considered as one leave.
- If a student's attendance is short by the end of the semester, he will not be allowed to take the examination under any circumstances. So, the parents are requested to ensure that their child's attendance is complete.

Safety Rules:

- Each student is issued an ID card at the time of admission which is renewed every year in the beginning of new session.
- The student from GIII-Sr III must carry/display this card while in the school premises. However, for Pre and Junior school children (Prenursery- GII), only parents and caregivers should possess it. Students will not be released until and unless bearer produces the mentioned card. If you send any third person to pick up your child, please inform office of this intent and don't forget to give him/ her, your child's School ID Card.
- Loss of this card must be reported immediately.
- A new card will be issued but a fine of Rs.200/- will be charged.
- Please ensure that your child does not arrive at school 10 minutes prior to the school time and should promptly be picked up at home time.
- Parents are expected to pick up their children immediately after home time and not later than half an hour after the given home time, their parents will be charged a penalty of Rs.50/-
- For safety reasons kindly pick and drop your child outside the gate. Cars/vans should be parked at least ten feet away from the school gate. Drivers are not allowed to sit or stand in front of the school gate.
- The Security Guard has been given a diary to keep a record of important information about the visitors. Please show your CNIC (computerized national identity card) provided at the gate & don't hesitate to pass on the required information as everything is being done to ensure perfect safety at school.
- Please make an appointment to meet the teacher.
- No lunch boxes or any other item will be received after the morning assembly.
- For short leaves, the child will only be dismissed to you after filling up the short leave form. You will be asked to sign your child out and back in again if he/she returns that day.

- While the school takes every precaution possible to prevent accidents, injuries occasionally do occur. In this context we request the parents to give an undertaking absolving the school authorities from any liability in such an eventuality. Your signature on the admission form is your signed “release” to the school.
- Punctuality and regularity rules: Please make sure that your child is regular and punctual. See that your child arrives well in time in the morning and is picked up promptly in the afternoon. Our winter timing for is:

Monday to Thursday: PN- 8:00 a.m to 12:30 p.m.

Nur-Prep- 8:00 a.m to 1:20 p.m.

GI – Sr-III- 8:00 a.m to 2:00 p.m.

Friday: GI – Sr-III- 8:00 a.m to 12:00 noon

PN-Prep- 8:00 a.m to 11:30 a.m.

Our summer timing for Junior and Senior School is:

Monday to Thursday: PN- 7:45 a.m to 12:00 p.m.

Nur-Prep- 7:45 a.m to 1:10 p.m.

GI – Sr-III- 7:45 a.m to 1:50 p.m.

Friday: GI – Sr-III- 7:45 a.m to 11:45 noon

PN-Prep- 7:45 a.m to 11:10 a.m

- The school gate will be closed sharp at 8:00 a.m in winter and 7:45 a.m in summer and late comers will not be allowed to enter the school.
- Three late comings (red circles) in a month means one day absence by the end of that particular month. In order to avoid any inconvenience at the gate make sure that your child arrives school well on time.

Students’ Personal Hygiene:

- Students have to wear neat, clean and properly ironed uniform. All boys must wear belt, neck tie and all girls should wear head scarves. In case a student is wearing wrong uniform he will be marked tardy in the attendance register & three times tardy will be considered one day absence from school.
- Parents are expected to pay special attention to the personal hygiene of their child. The child should have a shower and hair wash daily. He/she should come to school with trimmed hair and nails, ear cleaned with cotton buds, teeth brushed, face washed and a clean set of clothes. Hair must be checked regularly for lice and nits.
- If he/she is under twelve, please have him/her use powder on his/her body to absorb sweat and if he/she is above twelve have him/her use deodorant. Encourage him/her to bring his /her comb/brush and a pack of tissues to keep himself/ herself clean throughout the day. A clean body is first step towards good health and cleanliness is next to godliness!

➤ **Every Monday is hygiene inspection day.**

Home Assignments/Tests:

- A scheduled amount of homework is given daily. This consists of learning assignments, tables and spellings, reading and writing practice wherever is required. Please make sure that your child does his/her homework daily.

Dairy writing:

- Parents should sign their child's school diary and return it every day. Also they should duly acknowledge any circular or note from the school.

Notebooks and Textbooks:

- Parents must encourage their child to look after his notebooks and textbooks when they are sent home. You must ensure that all the notebooks are brought back to school daily.
- Textbooks & H.W diaries, lost at home, will have to be purchased again. Please don't forget to sign the indexes in the notebooks.

Educational excursion are planned once a Semester. The parents are informed and students only with parents' permission can participate.

Parent teacher conferences are held twice a year. Both parents' attendance is compulsory.

Fee Rules:

1. Monthly school fees are to be paid in advance in the school office, before the 10th of the every month. From 11th of the month, a Rs: 25/- per day, late fee payment charge will be added to your child's bill until all fees are cleared. Late payment fines are payable without any concession. Not receiving fee bills is not considered as a reason for delayed payments.
2. Fee vouchers are usually sent to parents through their child. It is the parents' responsibility to check with office in case the voucher has not been received.
3. Paper Money: Paper money is due twice a year once in the beginning of the first semester and once in the beginning of second semester.
4. If no fee has been received till two months, the student is treated as withdrawn and re admission fee of Rs.3000/- is charged if re admission is possible.
5. Tuition fees are charged for twelve months as the staff is paid during the holidays.
6. One-month notice in writing is required for the withdrawal of a child to make you eligible for the security money and school leaving certificate.
7. However, the school reserves the right to utilize the security deposit at its sole discretion till refunded.
8. The school fee is reviewed annually in the month of September with or without notice due to inflation and increase in direct and indirect costs.
9. The school reserves the right to withdraw a student with or without assigning any reason.
10. If withdrawal application is made after the 10th of month then fees are payable for the whole of that month.

General Instructions:

- Please send a bottle of water with your child's name and class mentioned on it along with your child daily. The quantity should be such that it suffices for the entire schooling hours for your child.
- The audio CD of the recitation of the Qur'an should be heard at home as often as possible and preferably daily.
- Please ensure that your child carries only those books required for the day as per scheduled in the time table.
- We encourage you to give healthy, nutritious and homemade lunch to your child. Avoid giving unhealthy and packaged food.
- Any enquiry related to your child or the school should only be made with the class teacher of your child during the appointed day of the week or within 15 minutes after the school ends, and not at any other time of the day. Parents should not approach teachers before or during school hours.
- Please take note that phone enquiries should be made only to the administrative staff. The school will not take any responsibility of information taken from other employees.
- Please encourage and motivate your child to develop a positive and healthy attitude towards school activities and rules of discipline.

➤ **Main office Contact # 042- 35151029, #5111790, 0331-1415159**