



## LAHORE GRAMMAR SCHOOL

55 MAIN

### MIDDLE SCHOOL PARENTS' HANDBOOK

Dear Parents,

This Handbook aims to provide you with the necessary information regarding school rules and policies. However, if you would still like further clarification or have some queries of your own, please feel free to call our school office for additional information.

#### Uniform

The Lahore Grammar School uniform is available from Staples, near Barkat Market, Garden Town, Paper Clip (Main Boulevard) and Chippendale outlets.

Summer	Winter
LGS white shalwar kameez	Blue checked shalwar kameez
Checked sash	Solid navy blue sash
White (with blue stripe) LGS socks	LGS navy blue sweater (half /full sleeved)
White joggers	LGS blazer (optional)
Simple black hair accessories	White or navy blue high neck/polar neck sweater may be worn under the kameez
	White (with blue stripe) LGS socks
	White joggers
	Simple black hair accessories

#### Grooming and Personal Hygiene

Please make sure your daughter comes to school in the correct uniform. She is expected to be neatly turned out in a clean, ironed uniform, polished white joggers with her hair brushed and tied back. She is **not allowed** to have long nails or wear nail polish. If she has pierced ears, she may wear very simple small studs, no other jewellery is permitted. **We do not permit students to come to school with streaked or dyed hair, so please make sure that your daughter does not do so.**

Please also make sure that your daughter wears undergarments to school. In this phase of your daughter's development, it can be very embarrassing for her to be unprepared for certain eventualities. We also encourage parents to regularly check their daughter's hair for lice. If she is found to have lice, you will receive a call from the office and will be required to collect her from school, and to keep her home until the issue is resolved.

## School Timings

Day of the Week	Class	Time
Monday to Thursday	6, 7, 8	7:30 am to 1:55 pm
<b>Friday</b>	6	7:30 am to 12:00 pm
<b>Friday</b>	7 and 8	7:30 am to 12:30 pm

If or when changes are made to school timings, parents and students are informed either via text message or a school notice.

## Booklist

Our booklist can be found at **Staples**. You will be required to purchase your daughter's text books and the school will provide the copies, journals and files.

## Behaviour Policy

Lahore Grammar School believes in recognizing and appreciating students who embody the school values; honesty, compassion, respect, courage, responsibility, tolerance. We present students with Behaviour Awards twice a year. These awards have nothing to do with a student's academic standing; they are based purely on her conduct, character and attitude. Those students who uphold the school rules, are punctual and regular with their attendance are looked on more favourably when teachers shortlist candidates for captaincy/vice captaincy of the four school houses.

Those who excel academically or show an improvement in a particular subject, also receive awards. However, we do not wish our students to focus too much on such matters, they should try to do their best and have a fulfilling and wholesome school experience by participating in events and activities in and around school.

## Rules

Middle School students are **strictly prohibited** from bringing mobile phones, laptops, I pads or music players to school. If they are caught doing so, the device will be confiscated and there will be a fine of Rs.1000 the first time and Rs.5000 fine the second time. If, however, they need to bring such a device in, for any reason, it must be left in the Middle School Coordinator's office with a note explaining the reason why it was necessary to bring it to school.

If your daughter wishes to go home with a friend or take her friend home with her, she will not be allowed to do so, until and unless there is written parental consent submitted to the Coordinator's Office.(Please include the name of the friend she will be leaving with). In case you need to collect your daughter early or late from school, you must call the office and inform the administrator so that the message may be conveyed to your daughter.

Bullying and rudeness is not tolerated at school. If your daughter is caught intimidating her peers, or behaving in an unacceptable manner with them, she will receive a Behaviour Slip (C1 or C2). If she is being bullied by her peers, please ask her to report it to the Coordinator or feel free to make an appointment to do so yourself. If your daughter is caught posting pictures or comments about her school mates on any social networking sites, she will receive a severe punishment. We strongly discourage the use of this platform for public shaming and humiliation. We have found that a number of girls have Facebook, Twitter, Snapchat etc accounts; parents

must recognize the danger of cyber bullying and make sure that their child is not part of such activities.

We advise parents to supervise their child's computer and television time. There is a lot of material that is readily accessible to children which is, more often than not, highly inappropriate. We encourage our students to use their free time more wisely; reading books, making projects, playing outdoors, or taking up a sport.

### **Notices/SMS**

If the school wishes to communicate with parents, the usual method of doing so is either via printed notices or SMS. In case we need to contact individual parents for any reason, we will make a phone call.

Please make sure that the mobile phone numbers you have given the school are functional. In case you are not receiving SMS notifications from school, please inform the school office.

### **Traffic**

We strongly encourage our students to carpool in order to alleviate the traffic outside campus. Parents must ensure that whoever picks and drops their child to school adheres to our traffic regulations in order to avoid congestion and unnecessary delays. We do not appreciate any rudeness or aggression towards our custodians, guards or administrators.

### **Absences**

If your child is absent from school, she must bring in a letter from home explaining the reason for her absence. If her absence from school is for three days or more due to illness, we require a doctor's note.

Students who are regularly absent or lack punctuality do not display the sense of responsibility or commitment we would like to see in our students. These students will not be viewed favourably when the faculty gets together to put forward names for student council members, sports captains etc.

### **Assessments/Exams**

Class 6 does not have examinations. They have a series of on-going assessments throughout the term based on the topics they have covered in class. The school policy **does not** permit retests for students who are absent for assessments. If a student is not well enough to attend school on an assessment day, she will be allowed to come in at 7:30 am to sit for her assessment and leave immediately afterwards. Every student's lowest assessment grade per subject will be dropped from the final term grade. So if your child is absent for one assessment, that zero will not count against her. Homework, class work, project work, and class participation are all part of the student's end of term marks.

Classes 7 and 8 have Mid Year and Final Examinations as well as on-going assessments in class. For most subjects, other than ICT, the examinations make up 70% of the term grade.

Cheating during examinations results in an immediate zero on that particular exam and a Behavior Slip that is put into the student's Confidential File as part of her permanent record.

## **Holiday Homework**

Students are given a small amount of summer Holiday Homework so that they do not lose touch with what they have covered during the year. For English and Urdu they are provided a reading list with the hope that they will allocate some time each day to reading. Holiday Homework is graded and returned within the first two weeks of the next academic year.

## **Parent-Teacher Meetings**

There are Parent Teacher Meetings scheduled twice a year (November and March) where you will have an opportunity to meet your daughter's teachers. The administrator will send you a schedule of appointments for teachers wishing to see you regarding your daughter's academic performance.

If you would like to meet with her teacher(s) or administrator, at any other time, you may call the school office and ask for an appointment.

## **Health/Medication**

Please inform the school if your child has a particular medical condition (for example: diabetes, epilepsy, severe allergic reaction) or is taking some medication. In the event that something happens in school that requires medical attention, we will contact you immediately.

## **Contact Information**

**Phones Numbers: 042-35877569, 042-35712566, 042 -35877853**

**Ms. Mahwish Faran: Middle School Administrator**

**Ms. Zhila Shah: Middle School Coordinator**