



**LAHORE GRAMMAR SCHOOL**  
**55 MAIN**

# **PARENTS’ HANDBOOK**

Dear Parents,

This Parents' Handbook aims to provide you with the necessary information regarding school rules and policies. However, if you would like further clarification or have some queries of your own, please feel free to call our school office for additional information. Our website, [www.lgs.edu.pk](http://www.lgs.edu.pk) is also a good source of information about our various policies (Behaviour Policy, Academic Policy, Anti- Harassment Policy) as well as other information about school life in general.

### School Timings

Day of the Week	Class	Time
Monday to Thursday	7-11	7:30 am to 2:10 pm
<b>Friday</b>	7-8	7:30 am to 12:00 pm
<b>Friday</b>	9-11	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.

### Uniform

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

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

### 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 expected to have short nails and not wear nail polish to school. 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.

### **Booklist**

Our booklists can be found at Staples. For Classes 7 and 8, you will be required to purchase your daughter's textbooks, copies, journals, and files. A journal and copy pack will be made available by Simorgh Publications at a stall set up in LGS 55 Main.

Classes 9 through 11 use file paper for all schoolwork. Packs of single-line, broad-line, blank, and graph paper may be purchased as a bundle from school or individually from any stationery store.

### **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 once 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 their grades; 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**

Students are **strictly prohibited** from bringing mobile phones, laptops, iPads 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 administrator's office with a note explaining the reason why it was necessary to bring it to school.

Students are not permitted to go home with a friend or take a friend home without written parental consent submitted to the Coordinator's Office.(Please include name of 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 her. **We strongly discourage parents from picking up their child early from school, unless it is an emergency.**

Bullying and rudeness are 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 and do so yourself. If your daughter is caught posting pictures or comments about her school mates on any social networking sites, it will result in serious consequences. We strongly discourage the use of these platforms for public shaming and humiliation. We have found that a number of girls have Facebook, Twitter, Snapchat, etc., accounts; parents must recognise 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 puzzles, enjoying board games, playing outdoors, or taking up a sport.

### **Notices/WhatsApp**

If the school wishes to communicate with parents, the usual method of doing so is either via printed notices or WhatsApp messages. 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 WhatsApp 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.

For O Level students, low attendance can also have serious academic consequences. Please refer to the Academic Policy for specific details. We would particularly emphasize that while leave applications are required in order to be eligible for retests and for other administrative purposes, ALL absences are counted as such when tallying O Level attendance.

### **Assessments/Exams**

Students have a series of on -going assessments throughout the term based on the topics they have covered in class. If a student is not well enough to attend school on an assessment day, she will be allowed to sit for the missed assessment(s) on a particular Saturday and parents/students will be informed in advance about which Saturday/timings. Homework, class work, project work, and class participation are all part of the student's end of term marks.

Students also sit for Mid -Year and Final Examinations which make up 70% of their term grade, in all subjects other than ICT, which distributes its marks differently.

Our Assessment Policy is also available on our website under the tab **Our School**.

### **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. If you would like to meet with her teacher(s) or administrator, at any other time, you may request an appointment through the school office.

Teachers will send parents a schedule of appointments if they wish to see you regarding your daughter's academic performance.

In addition to these meetings, you can sign up to receive guardian summaries from the school Google Classrooms. These allow you to view upcoming work due and missing assignments. Simply fill out the form at <https://forms.gle/G1smBLNTaiKXsBik7> for Classes 9, 10, and 11 and the form for Classes 7 and 8 at <https://forms.gle/ZUDCrYNXEVitRpo6>

### **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. Students are not permitted to bring any medication to school that the parent has not first informed the school about. This medication must be left in the administrator's office.

### **Holiday Homework**

Students are encouraged to revise any topics/concepts they have found problematic in mathematics, as review and practice over the break will help them have a better understanding and enable them to tackle the next academic year's work with greater confidence. For English and Urdu they are provided a reading list with the hope that they will allocate some time each day to reading. Making daily reading a routine will help students become more familiar with the language, build vocabulary and develop more advanced and varied sentence structure.

Since O Level courses continue across more than one year level, it is important that students retain their notes, assignments, and test and exam papers over the holidays, and review them for all subjects prior to the new session.

### **Billing Policy**

When you send your child to us, we understand that we are taking on certain responsibilities, that you have reposed confidence in us to educate your child to the highest standards possible. For us to fulfil this responsibility successfully, we must be able to have confidence that all parents will fulfil their obligations to the school, which means abiding by school regulations, and fulfilling financial obligations promptly, within the stipulated time frame.

We are grateful to those parents who take their responsibilities as seriously as we take ours, leaving us free to better focus on educational matters. When parents fail to meet their obligations, valuable administrative time is taken away from your child's education.

**The school will send only one reminder about due dates for fees. Should fees not be paid on time, you will force the school to take administrative action.**

We are confident that you will honour your commitment to the school as we honour ours to you and your child.

- Parents of a child at Lahore Grammar School, 55 Main Gulberg, are required to conduct themselves in a manner that is conducive to a collaborative and mutually supportive relationship between the school and home. If, for any reason, the school finds a parent's conduct, communication or correspondence such that it is unable to share a healthy and respectful partnership with them, it has the right to ask them to withdraw their child/children.

- The school fee must be paid quarterly.
  - **1<sup>st</sup> Quarter** July-September
  - **2<sup>nd</sup> Quarter** October-December
  - **3<sup>rd</sup> Quarter** January-March
  - **4<sup>th</sup> Quarter** April-June.

If the government directs the school to issue bills monthly, such bills will be accessible online at [www.lgs.edu.pk](http://www.lgs.edu.pk)- (home page- Online Payment tab), by the 20<sup>th</sup> of the month preceding the month/quarter for which payment is due. There will be NO transactional costs involved. The due date on the monthly bill is stated on the top right-hand corner.

- If you would prefer to pay in person at an MCB near you, you can print out a copy of your daughter's bill. Please be aware that in person payments take up to three working days to reconcile by the Accounts Department.
- If you would like to **request a hard copy of the fee bill**, you need to send in a request to the segment administrator three working days before and include the following information in the request:
  - Child's full name
  - Class/section
  - Student Registration Number
- If there is a delay in uploading the fee bill by the school, you will still be given a two-week period to pay your dues.
- You are expected to pay the school fee within the stipulated deadline. However, in case of delay you will be required to pay an additional amount (Rs.50 per day) to the school as charity donated by the school on their behalf for charitable purposes.
- If the delay in fee payment exceeds the ten-day grace period past the due date given on the fee bill, the school has a right to take the necessary administrative action. **It is not the school's responsibility to remind parents of their obligation to the school.**
- If a child's fee is overdue and you are informed that your child is not permitted to attend school (in person or online) until such time as the payment is received, and **knowingly** send the child, administrative action will be taken. It is **not the fault of the school** to put the child in this situation, but of the parents.
- The school has the right to an annual increase of the school fee as per the directives of the government (starting every August). **At the time of admission, the August-September fee is charged.**
- The school has a different fee structure for different year levels and the annual increase is based on the fee structure of each level.
- You must give the school **one month's notice in writing** before requesting a School Leaving Certificate/withdrawal from school of your child, in order to be eligible for the security refund. **If you withdraw your child without giving one month's notice in writing, shall not be entitled to the return of the fee for that month or of the security refund.**

## COVID SOPs

It is hoped that schools will be able to function normally in the not-so-distant future; till then we must all work together to ensure the safety and well-being of our school community. Lahore Grammar School plans to strictly follow the SOPs outlined by the government and do its utmost to ensure the safety of everyone on campus.

### **Below is an outline of the measures to be taken for student safety:**

- It will be mandatory for all students and staff to wear a mask at all times (face shield is optional)
- Students must bring their own hand sanitizer to school
- Teachers will demonstrate proper hand washing technique (at least 20 seconds)
- Teachers will model proper coughing and sneezing etiquette
- Teachers will orient students to new protocols in place for everyone's safety, emphasizing what to do if a student feels unwell
- Students will not be permitted to share any pencils, books or any other items with their classmates to reduce risk of contamination
- All copies, journals and textbooks must be covered in plastic so that they can be disinfected easily
- Students who do not feel well or have a sick family member **MUST** stay at home till the person is well again; looking out for each other's health is the top most priority
- A more flexible sick leave policy will be put in place, students will be able to make up a missed test/assessment at a later point

### **Measures to be taken for school safety:**

- All members of school staff, administrative, custodial, and academic, are vaccinated.
- Before school reopens it will be thoroughly cleaned, sprayed and disinfected
- De-densifying the school by putting in place plans for hybrid learning. Students in each class will be divided into two groups, Group A and Group B. When Group A students are attending in person lessons Monday-Friday, Group B students will be attending the same lessons online. We will reverse the groups the following week.
- No more than 15-16 students in a class, with seating at maximum distance from one another
- No school assembly or events that require large numbers to gather
- Staggered break timings
- No contact sports
- Water and soap available in the washrooms for all students
- School premises including bathrooms, desk/chairs, doorknobs and railing to be disinfected at least twice a day
- Teachers will be trained and informed about new school protocols
- Thermometers to be readily available in school
- Extra masks, gloves and sanitizing supplies will be kept at school
- On days when students are present, no visitors will be allowed on the school premises without a prior appointment.
- All visitors are required to show proof of vaccination to be allowed on the school premises.
- School will have a contingency plan in case of closure to ensure continuity of learning

- Have a plan in place if a student or teacher begins to show symptoms of Covid 19. They must be isolated till such point that they can be sent home
- School will waive the requirement of a doctor's note to excuse absences when there is community transmission of Covid 19
- Parents asked to cooperate by not sending child to school if the child or any member of the household has any or all symptoms resembling Covid 19
- Limit mixing of classes for break and activity lessons, 15 students of a class should keep within their class group to limit transmission and enable better contact tracing if necessary.

### **Contact Information**

For any **routine request**, e.g. a leave application, billing error, change of information, or request for a document, please use the administrative request form linked below:

**Class 7 and 8- <https://sites.google.com/view/lgs55middleschoolstudents/home>**

**Class 9, 10 and 11- <https://forms.gle/Eci9Ra6Nbsd2VyHt7>**

In case of an **emergency**, please contact the office at the phone numbers below:

**042-35877569, 042-35712566, 042 -35877853**