



Lahore Grammar School
30 Main, Gulberg
Academic Guide for
Parents

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Introduction

Lahore Grammar School's academic programme aims to develop critical thinking and encourage a lifelong enthusiasm for learning and discovery. A dynamic and challenging curriculum is central to our educational offering. The emphasis is on learning how to think for yourself rather than simply absorbing facts.

Our curriculum encompasses a range of disciplines, in order to ensure that students develop a range of skills and intellectual abilities. The humanities and arts, the social sciences, and the natural and mathematical sciences all involve different modes of thinking. In a world where adaptability is ever-increasingly important, we want to make sure our students are equipped to handle the variety of problems that they are likely to encounter in their lives beyond school.

Regular School Time Table (Classes 2, 3 & 4)

Monday-Thursday

Attendance/Homeroom	7:30 - 7:40
1st Period	7:40 - 8:10
2nd Period	8:10 - 8:40
3rd Period	8:40 - 9:10
Break 9.10 – 9.40	
4th Period	9:40 - 10:10
5th Period	10:10 - 10:45
6th Period	10:45 - 11:15
7th Period	11:15 - 11:50
8th Period	11:50 - 12:20
9 th Period	12.20 – 12.55

Friday

Attendance/Homeroom	7:30 - 7:40
1st Period	7:40 - 8:10
2nd Period	8:10 - 8:40
3rd Period	8:40 - 9:10
Break 9.10 – 9.40	
4th Period	9:40 - 10:10
5th Period	10:10 - 10:40
6th Period	10:40 - 11:10
7th Period	11:10 - 11:40
8 th Period	11:40 – 12.10

Regular School Time Table (Classes 5 & 6)

Monday-Thursday

Attendance/Homeroom	7:30 - 7:45
1st Period	7:45 - 8:15
2nd Period	8:15 - 8:50
3rd Period	8:50 - 9:25
4th Period	9:25 - 9:55
Break 9.55 – 10.25	
5th Period	10:25 - 11:00
6th Period	11:00 - 11:35
7th Period	11:35 - 12:10
8th Period	12:10 - 12:45
9th Period	12:45 - 1:20
10th Period	1:20 - 1:55

Friday

Attendance/Homeroom	7:30 - 7:45
1st Period	7:45 - 8:15
2nd Period	8:15 - 8:50
3rd Period	8:50 - 9:25
4th Period	9:25 - 9:55
Break 9.55 – 10.25	
5th Period	10:25 – 11:00
6th Period	11:00 - 11:30
7th Period	11:30 - 12:00
8th Period	12:00 - 12:30

Attendance

It is a school expectation that all students attend school regularly. Students and parents should aim for zero absences. We strongly discourage students from taking extended leave during term time, so parents are advised to plan their holidays or trips keeping the school calendar in mind. We also request parents to avoid making doctor/dentist /passport or any other appointment during the school day. Parents should not collect their daughter early from school unless it is an emergency. The school does keep a record of students who are habitually late to school or whose parents frequently make requests to collect them early. If the school finds such requests are made more than once a term, we may schedule a meeting with the parents.

Regularity at school is one of the criteria that the teachers keep in mind during the selection of the school council. Perfect or near-perfect attendance is a must if a student aspires to be a member of the council.

Grading/Assessments

Informal assessments allow teachers to gather information from various sources, including daily assignments, day-to-day observations, presentations, projects, performances, homework, and class participation.

Written assessments are unannounced for Classes 2-4. In Classes 5 & 6, informal assessments are unannounced. However, considering these classes as a bridge between lower primary and middle school, students are informed about the schedule and topics of formal assessments. This is to prepare them for a more comprehensive assessment routine and formal exams that start from Class 7.

The primary purpose of these assessments is to improve student learning. Information gathered through assessment helps teachers to determine students' strengths and weaknesses in their achievement of the curriculum expectations in each subject. The information also guides teachers in adapting curriculum and instructional approaches to students' needs and in assessing the overall effectiveness of programs and classroom practices.

For **Classes 2-6** there are **two terms** during the academic year. A student's result is compiled based on the marks obtained in the monthly assessments along with a certain percentage allocated to class participation. There are no formal exams till Class 7. The categories listed below represent four broad areas of knowledge and skills within each subject and should be seen as interrelated, reflecting the wholeness and interconnectedness of learning.

Knowledge and Understanding: Subject-specific content acquired in each year level, for example, facts, terms, techniques, definitions, dates, (knowledge), and the comprehension of the meaning and significance of concepts, ideas, procedures, processes, relationships, and informed opinions (understanding).

Thinking: The use of creative and critical thinking skills and/or processes; for example, formulating questions, generating ideas, gathering information, focusing research, organizing presentations/projects, brainstorming etc. It also includes inferring, interpreting, editing, revising, refining, forming conclusions, and detecting bias.

Communication: The conveying of meaning through various forms, drama performances, art exhibitions, dance and music performances, debates, discussion, and written forms.

Application: The use/application of knowledge and skills to make connections within and between various contexts. It includes transferring concepts, strategies, processes, and techniques to new contexts.

Important observations/considerations are a student’s study skills:

- Prepared for class;
- Homework regularity;
- Focus on class discussion;
- Participation in class discussion;
- Cooperation in group work;
- Accepting and following directions and
- Self-reliance.

The above criteria have the following levels:

E	C	P	N
Exceeds grade level standards	Consistently meets grade-level standards with independence	Progressing towards independence in grade-level standards	Not yet meeting grade level standards

The school does not allow students to reschedule or retake assessments

The only exception to this policy is if a student is unwell and the school receives a written sick-leave application. One Saturday a month will be allocated for the retests. Students will be allowed to take retest for a maximum of three subjects in a month. If the student misses the retake, she will not be given another chance to sit for those assessments.

If it is observed that a student frequently misses her assessments and avails of the Saturday retest option, the school reserves the right not to offer the retest option to such a student.

Teachers try to avoid burdening students with too much homework, but what they do assign needs to be completed in a timely manner and to a high standard. Students are also strongly advised to finish incomplete assignments and keep up to date with their corrections. It cannot be stressed enough that reading, both in Urdu and English, really helps to develop a student's language skills and vocabulary.

When project work is assigned, students are divided into groups, and the group decides collectively on the contribution of each member. This way everyone has some responsibility towards the success of the group project. Students do not need to go to each other's homes or stay after school for the project. They will be given time during lessons to come together and discuss one another's progress etc.

Please encourage your daughter to manage her work independently; resist the temptation to oversee her homework time or help her with projects etc. Students often complain about pressure and stress from home and react very badly when they feel their grades will not meet expectations. A schedule, agreed upon by parents and children, is important to provide structure and make a child responsible for her own learning; beyond that, she should manage her work herself. The purpose of homework is to reinforce and practice what has been done in school.

Matheletics and A-Z English Raz Plus

The school offers online Math practice through Matheletics (Classes 2-6) and English reading/comprehension through A-Z English Raz Plus (Classes 2-4). Students are issued passwords to log in and do the assigned tasks at home. It is mandatory for all the students do these tasks regularly and make the best use of this facility. Mathletics and A-Az Raz Plus homework carry a certain percentage in class participation marks.

Academic Standing

The minimum grade required to pass English, Urdu, Science and Social Studies is 50%, for Math, it is 55%. If a student falls below the passing percentage in one or more compulsory subjects, she may be asked to repeat the year or be given a Next Year Decisive (NYD) letter. If the student continues to do poorly in her decisive year, she may be asked to repeat her current grade level.

Academic Awards and Recognition

At the end of every academic year, students who are performing exceptionally well in any given subject receive a Certificate of Excellence for their performance in that subject. Students who are making an effort to improve their performance also receive a Certificate of Recognition for their work.

Co-Curricular Activities

As we prepare the girls for life beyond LGS it is important to equip them with the skills to work effectively with others, lead confidently, and understand themselves. We pride ourselves on our extensive and imaginative co-curricular programme which offers every opportunity for our students to learn, develop interests, excel in areas beyond the classroom and very importantly, have fun! Besides Games, Dance, Music, Library and Wonder Web Lessons, the school offers a variety of optional after school clubs including Drama, Debates, Cookery, Art and Craft etc.

Communication with Parents

Parent Teacher Meetings

There are two Parent Teacher Meetings scheduled in the academic year; November and mid-March. If you would like to meet with your daughter's teacher(s) at any other point, you are most welcome to call the school office and request an appointment.

Administrative Staff

Parents wishing to raise a concern may contact the relevant Administrator or Coordinator by email, telephone, or in person by appointment.

Vice Principal for Classes 2-4 - Maheen Baig : maheenbaig@30.lgs.edu.pk

Administrator for Classes 2-4 - Samina Asif : samina.asif@lgs.edu.pk

Vice Principal for Classes 5 & 6 - Saba Mansoor: saba.mansoor@lgs.edu.pk

Administrator for Classes 5 & 6 - Tabassum Umair : Tabassum.Umair@lgs.edu.pk