

Parents' Handbook 2023-2024

Nursery - Grade 1



LAHORE GRAMMAR SCHOOL
31-F.C.C

www.lgs.edu.pk

A Word from the Vice Principal

Dear Parents,

On behalf of the staff and administration, I welcome you and your child to our school.

Lahore Grammar School, 31.F.C.C aims to provide learning experiences of the highest quality, in a cheerful, nurturing environment; to help children enjoy new challenges and opportunities. Children have already learnt a great deal by the time they are three years old. They come to us with a wide range of experiences, interests and skills. They deepen their understanding by playing, observing, planning, talking, questioning, experimenting, testing, repeating, reflecting and responding to each other and the adults around them. Educators have recognized that students learn differently, respond uniquely to a variety of teaching techniques and have their individual preferences. The unique qualities of each student must be recognized, encouraged and cultivated. The process should be fun, stimulating, and enriching and this is what we strive to do at 31 F.C.C. We hope that we will share a fruitful and pleasant association and that in our care you will see your child blossom and grow, make new friends and participate fully in school life.

This Parents' Handbook aims to provide you with all the necessary information about the school, rules and regulations.

However, if you need further clarification or have queries of your own, please feel free to call the school office or visit our website.

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SCHOOL TIMINGS

Nursery

Monday - Thursday

8:15 a.m. – 12:15 p.m.

Friday

8:15 a.m. – 11:45 a.m.

Prep

Monday - Thursday

8:15 a.m. - 12:45 p.m.

Friday

8:15 a.m. – 12:15 p.m.

Ones

Monday - Thursday

8:15 a.m. - 12:45 p.m.

Friday

8:15 a.m. – 12:15 p.m.



Parents are urged to arrive a little early, so that departures, in particular, can be managed smoothly.

SCHOOL RULES

Punctuality is very important. We understand that traffic is a big problem, so please give yourself ample time to get to school in the morning. If for some reason you are running late, you must inform the school office latest by 7:45 am in order for your child to be allowed in.

- ✓ Kindly ensure that your child is picked up promptly after school. The school takes no responsibility for children half an hour after school ends.
- ✓ You will be issued with two ID cards. Please take good care of them for the safety of your child.
The person collecting your child from school must have his/her student ID or they will not be allowed to take the child.
- ✓ We urge you to exercise more vigilance when allowing your maids and drivers to drop and pick up your child. Infact, we advise you not to leave your child alone either with maid or driver.
- ✓ Notices/permission slips must be carefully read and permission slips for vaccinations should be returned promptly.
- ✓ The school usually communicates with parents through WhatsApp. Please make sure that you add this number +923111311605. This number is only used for messaging. No calls are accepted.
- ✓ PTCs for Nursery students will be by appointment only . Parents should call the school office to set up an appointment with the class teachers.
- ✓ There will be a scheduled PTC,once a term for Preps and Ones. However, parents can meet the class teacher by appointment.
- ✓ Incase we need to contact individual parents for any reason, we may send a note in the child's diary or send a WhatsApp message; depending on the situation,anytime during the academic year.
- ✓ Please make sure the mobile numbers you have given are functional and have WhatsApp enabled on them. Incase you don't receive notifications from school, please inform the school.

UNIFORM

The Lahore Grammar School uniform is available at following stores:

Staples (Near Barkat Market, Garden Town, 042-35941011)

Stencils & Everything (82 Y, Phase III, DHA, 042-35744417)

Summer Uniform :

Grey, long sleeved, LGS collared T-shirt with blue pair of trousers. White pair of socks (with blue stripes)
White joggers/canvas/PT shoes.

Winter Uniform :

White full sleeved T-shirt. LGS tracksuit (blue with orange and white stripes).
White pair of socks (with blue stripes)
White joggers/canvas/PT shoes.
LGS scarf and gloves (optional)



Birthday Celebrations:

Kindly inform the school office a day or two in advance.

GOODIE BAGS WILL NOT BE DISTRIBUTED BY THE TEACHERS. IF YOU SEND THEM IN THEY WILL BE RETURNED.

Your child can attend school in coloured clothes, and cut the cake with classmates and parents. The child is allowed to go home after the break.

SCHOOL CANTEEN AND SNACK IDEAS

School canteen will be accessible for Preps and Ones only. Playgroup and Nursery children will not be allowed to use the canteen.

We encourage healthy eating. Therefore, please ensure that you send a home made lunch and water bottle to school with your child. All items should have your child's full name and class/section written on them.

LISTED BELOW ARE SOME IDEAS FOR SNACKS TO SEND WITH YOUR CHILD

SEASONAL FRUITS:

apples, bananas, peaches, grapes, plums etc.

VEGETABLES:

carrot sticks, cucumber sticks, mixed salad.

MAIN MEALS:

paratha (aloo/keema), Shami kebab, sandwich (egg, chicken, cheese, cucumber, peanut butter), boiled eggs, samosa, pasta, spring rolls, pizza, nuts(if no allergies), raisins, dates, yogurt with fruit (in winters), biscuits, cheese slices.

BEVERAGES:

milk (flavoured or plain), lemonade, squash, water, juices (occasionally)



No carbonated drinks allowed!

There are a number of food items that children like that are not generally healthy. These include nuggets, chocolate, crisps, juice boxes. Kindly limit the intake of such foods.

GROOMING & HYGIENE

We request you to ensure that your child:

- ☐ Does not wear nail polish to school.
- ☐ Has clean, short nails.
- ☐ Brushes his/her teeth after breakfast.
- ☐ Comes to school with a washed and clean face.
- ☐ Is in clean and tidy uniform.
- ☐ Brushes and ties back long hair with blue hair accessories only.



- ☐ Has his/her hair checked regularly for lice. If he/she is found to have lice, you will receive a notice from the school and will be required to keep him/her home until issue is resolved.
- ☐ Does not wear jewellery to school.
- ☐ Has a clean school bag and lunch box.
- ☐ Has labels on his/her uniform, lunchbox, thermos and school bag with name, class and section.



Traffic Route

To avoid a traffic jam, vehicles should follow the route indicated on the map. Please adhere to the traffic rules and cooperate with the school staff to allow an easy flow of traffic during rush hours. Car stickers have been provided to ensure identity and security. No more than 2 car stickers per child will be issued. Please contact school office to get a new car sticker in case you change your vehicle.

Measures

Please note that whoever comes to pick up your child must have the school ID card. Parents must inform the school office in advance if they or anyone else will be coming to pick up the child without an ID card. This person must show their CNIC to the teacher on duty.

Incase an ID card is lost, please inform the school office through a written application. A new one will be issued against a fine of Rs.500.

School will inform the parents of unscheduled holidays, emergencies, urgent notices via WhatsApp. Kindly inform the office promptly in case change of phone number or address.



**Only cars bearing
LGS student and
staff stickers will be
allowed inside the
lane leading to
school.**

CONTACT US

Address

Lahore Grammar School
31 F.C.C, Gulberg IV, Lahore



Telephone

042 - 35750205

042 - 35874329

Email

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Website

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