



LAHORE GRAMMAR SCHOOL

30 MAIN

ELEMENTARY 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.

Classes 2, 3 & 4

Summer Uniform	Winter Uniform
Grey full-sleeved T-shirt	Grey full sleeved T-shirts
Navy blue pants	Grey fleece trousers with matching grey fleece jackets
White socks with blue lines	White socks with blue lines
White joggers	White joggers
Black ponies/hair bands	Navy blue cardigan
	Black ponies/hair bands

Classes 5 and 6

Summer Uniform	Winter Uniform
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) Or LGS polar fleece jacket
White joggers (Bata / Service)	
Simple black hair accessories	Simple black hair accessories
	White (with blue stripe) LGS socks
	White joggers (Bata / Service)

Grooming and Personal Hygiene

- Students must come to school looking clean and well put together.
- Students are required to tie back and fasten hair that is shoulder length or longer.
- Students can only wear plain black hair accessories.
- If a student has fringe/bangs or shorter layers in front, the hair must not hang over her eyes.
- Students must not have dyed or streaked hair.
- Students must ensure that their hair is lice-free and see that it is checked regularly.
- Students must not wear jewelry (simple ear studs are permitted if ears are pierced).
- Students must not have long nails or wear nail polish.
- Students must not have multiple piercings or tattoos.
- Students must not wear makeup.
- Uniform must be washed daily, including the sash.
- Students must wear undergarments.

School Timings

Day of the Week	Class	Time
Monday to Thursday	2, 3 & 4	7:30 am to 12:55 pm
Friday	2, 3 & 4	7:30 am to 12:10 pm

Day of the Week	Class	Time
Monday to Thursday	5 & 6	7:30 am to 1:55 pm
Friday	5 & 6	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 school notice.

Booklist

Our booklist can be found at Staples. You will be required to purchase your daughter's textbooks, copies, journals, and files.

Rules

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 left 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. We strongly discourage parents from collecting their child/children early from school for doctor's/dentist's appointments or for any other reason that does not constitute an emergency.

We strongly discourage the use of social media. 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, doing projects, playing outdoors, or taking up a sport.

We strongly discourage our students from bringing fancy/branded stationery, lunch boxes, water bottles, and school bags. Students may wear plain analog watches. Smartwatches are not allowed, and neither are any other gadgets, for example, digital dictionaries. If a student is caught carrying any of the mentioned gadgets, it will be confiscated.

Students are strongly prohibited from damaging the school furniture by doodling/scribbling with blanco or permanent markers. We do not permit the use of blanco or ink erasers. Hence, students are not allowed to bring these to school.

If the students wish to celebrate their birthday, they may do so with their friends during a break in the presence of their class teacher. However, the celebration should be simple, including a cake and paper plates, spoons, cups, etc. We strongly discourage the use of lavish party favours. Helium balloons are hazardous and are therefore prohibited in school.

WhatsApp Messages Notices/SMS

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

Please ensure that the mobile phone numbers you have given the school are functional. If you are not receiving SMS notifications from the school, please inform the school office.

Traffic

We strongly encourage our students to carpool to alleviate the traffic outside the campus. Parents must ensure that whoever picks up and drops their child at school adheres to our traffic regulations to avoid congestion. Students are advised to keep their bags in the backseat rather than in the trunk to prevent unnecessary delays. We do not appreciate rudeness or aggression towards our custodians, guards, or administrators.

Absences

If your child is absent from school, inform us promptly via the "The leaves (Medical/Non-Medical) Google Form, which is accessible on the Parents' Dashboard, or she must bring in a letter from home explaining the reason for her absence. If her absence from school is three days or more due to illness, we require a doctor's note. Students who are regularly absent or

lack punctuality and do not display a sense of responsibility or commitment we would like to see in our students, these students will not be viewed favorably when the faculty gets together to put forward names for the Student Council.

Assessments

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.

Holiday Homework

Junior school students are not given holiday homework as such, they are assigned Math and English homework online (Mathletics for grades 2-6 and A-Z English Raz Plus for grades 2-4). They are also expected to read a novel, journal, or article of their choice every day (English and Urdu). For this purpose, English and Urdu reading lists are uploaded on the school website. They are also strongly advised to review any topic or concept that they have found particularly challenging so that they can begin the next academic year more certain of their abilities.

Parent-Teacher Meetings

There are Parent Teacher Meetings scheduled twice a year (October 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. If something happens in a school that requires medical attention, we will contact you immediately.

Contact Information Phones Numbers: 042-35777558

Ms. Maheen Baig: Vice Principal (Classes 2-4)

Ms. Samina Asif: Administrator (Classes 2-4)

Ms. Saba Mansoor: Vice principal (Classes 5 & 6)

Ms. Tabassum Umair: Administrator (Classes 5 & 6)