



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

# **PARENTS'**

# **HANDBOOK**

Dear Parents,

This Parents' Handbook aims to provide you with necessary information regarding school rules and policies. 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	8-11	7:30 am to 2:20 pm
<b>Friday</b>	8-11	7:30 am to 12:45 pm

If and when changes are made to school timings, parents and students are informed via email and on the Google Classroom O Level Common Room; please make sure the school has updated email addresses for both parents.

### Uniform

Summer	Winter
LGS white shalwar kameez	LGS blue checked shalwar kameez
Checked sash	Solid navy blue sash
White (with blue stripe) LGS socks or plain white socks	White (with blue stripe) LGS socks or plain white socks
White joggers	White joggers
Simple black hair ties only-no claw clips of any size or other hair accessories	Simple black hair ties only-no claw clips of any size or other 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**

Textbooks for Classes 8 through 11 may be purchased from any bookstore. Class 8 parents will be also required to purchase their daughter's copies, journals, and file paper.

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. Please note that pages torn out from spiral notebooks are not acceptable.

## **Behaviour**

Lahore Grammar School believes in recognising 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 attend school regularly are looked on more favourably when teachers shortlist candidates for captaincy/vice captaincy of the four school houses as well as other council positions.

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 from a parent explaining the reason 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 segment Administrator's office. (Please include full name and class 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 Vice Principal 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, Instagram, TikTok 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 content online, often highly inappropriate, that is readily accessible to children. 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, craft, or musical instrument.

### **Notices/Emails**

If the school wishes to communicate with parents, the usual method of doing so is either via printed notices or email 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 email messages from school, please inform the school office and update your email address in our system.

Students are expected to check Google Classroom daily to keep abreast with updates and tasks. When referring to shared documents, it is important to refresh the browser window to ensure that the latest version is being viewed.

### **Traffic**

We strongly encourage our students to carpool or use a reliable school bus service 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 more than two days 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 emphasise 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. Subject teachers and administrators also make a note of students who are regularly late to school or class or leave early from school.

### **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, the zero she receives for the missed assessment(s) will not be counted in her term marks **if** parents have submitted a timely leave application due to ill health or bereavement in the immediate family (only one such allowance is permitted per subject per term). Homework, class work, project work, and class participation are all part of the student's end of term marks.

Students also sit for First Term and Second Term Examinations, which make up 70% of their term grade in all subjects other than ICT and Art in Class 8, for which marks are distributed differently.

## **Parent-Teacher Meetings**

There are Parent Teacher Meetings scheduled twice a year (October/November and February/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.

## **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**

Class 8 students are encouraged to revise any topics or 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 structures.

Since O Level courses continue across more than one year level, it is important that students retain their notes, assignments, tests 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, and 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, 30 Main Gulberg and 31 FCC, 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 monthly.

Fee bills will be accessible online at <https://myfee55.lahoregrammar.school/>. (home page- Online Fee Payment tab), by the 20<sup>th</sup> of the month **preceding** the month 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 to the school as charity donated by the school on your 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 maintains a payment history for all students.**
- The school has the right to an annual increase of the school fee as per the directives of the government (starting every July). **At the time of admission, the August-September fee is charged.**
- The school has a tiered fee structure; the annual increase is based on the fee structure of each tier.
- You must give the school **one calendar 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**, you shall **not be entitled to the return of the Security refund or the School Leaving Certificate.**
- If you wish to withdraw your child/children from school during the months of **April, May, or June** of an academic year, you will be **liable to pay the full tuition fee up to June 30th**, marking the end of the academic year. This obligation remains, **regardless of the actual date of withdrawal** within this period, and **supersedes all other payment-related clauses.**
- The school has divided the annual school fees over a twelve month period to facilitate parents and lessen the monthly burden. The school is particularly strict about receiving the July and August fees on time as it is over the summer that most new applications are submitted. In order to admit new students, we must have a precise idea of the number of returning students. If the summer fees are not received despite a reminder, the school reserves the right to remove the student's name from its school roll.

## 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 8, 9, 10 and 11-** <https://sites.google.com/view/olevelstudents/home>

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

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

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