



LAHORE GRAMMAR SCHOOL, 31-FCC

Parents' Handbook

2023-24

Playgroup

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 recognised 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 routines, 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.

Iram Mohsin
Vice Principal

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

SCHOOL TIMINGS

Monday-Thursday
8:15 a.m.-11:45 a.m.

Friday
8:15 a.m.-11:15 a.m.

PREPARING YOUR CHILD FOR PRESCHOOL



Preschool is a big step in your child's life and your life as a parent. The more you encourage and have fun with your child preparing for his/her first day at preschool, the more well adjusted your child will be to his/her new school environment. Start to routinise your child's sleeping and eating schedule slowly in the weeks leading up to the first day of school. This may help smooth the transition.

Take the time to talk to your child: remember the location, the building, the faces all will be new and new things might be overwhelming for your child. If you don't already, you may want to start doing some of the following activities that are part of a regular preschool day.

Improve your child's ability to keep still and focused by:

- Reading books, perhaps ones about starting school so that your child has the opportunity to ask questions and express any fears he/she may have
- Doing craft activities
- Baking a cake or making sandwiches
- Activities including eye-hand coordination e.g. assembling puzzles, building towers with blocks etc.



Develop their visual and fine motor skills by:

- Playing with play dough, rolling pins and cookie cutter shapes
- Tearing and pasting paper
- Painting, drawing and scribbling.

Develop language for communication by:

- Using simple but a wide range of words to express ideas or feelings
- Speaking clearly: avoid baby talk
- Listening attentively. Be calm and supportive
- Asking questions and showing curiosity
- Encouraging and involving your child in conversation

Build self-help skills by:

- Allowing your child to wear his/her own clothes
- Encouraging him or her to follow two-step directions
- Tidying up and putting things back in their proper place
- Eating themselves and washing their hands afterwards



SCHOOL UNIFORM

Summer Uniform:

Grey, long sleeved L.G.S collared T-shirt with blue track pants.

White pair of LGS socks (with blue stripes)

White joggers/canvas/PT shoes



Winter Uniform:

White full sleeved T-shirt

LGS track suit (blue with orange and white stripes)

White pair of LGS socks (with blue stripes)

White joggers/canvas/PT shoes

LGS Scarves & Gloves (optional)

The Lahore Grammar School uniform is available from Staples, near Barkat Market, Garden Town.

Stencils & everything 82 Y Block DHA Phase III,

Lahore.Tel: 042 35744417

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.

CANTEEN

The canteen will be open for Preps and Ones ONLY.

Playgroup and Nursery children will not be allowed to use the canteen.

Please ensure that you send a snack 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: apple, banana, melon, peach, grapes, plums, oranges.

Vegetables: carrot sticks, cucumber sticks, boiled sweet corn, mixed salad.

Main Meals: aalu/keema, shami kebab, sandwich (egg, chicken, cheese, cucumber), hardboiled eggs, samosa, pasta with mince sauce, spring rolls, pizza, mince kebabs

Snack: nuts (if no allergies), raisins, dates, yogurt with fruit (in winter), biscuits, cheese slices.

Beverages: milk (flavoured or plain), lemonade, water, squash or box juices occasionally. **NO CARBONATED DRINKS ALLOWED.**

There are a number of food items that children like that are not necessarily healthy. These include deep fried chicken nuggets, instant noodles, juice boxes, chocolates and crisps. Kindly limit the intake of such foods.

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.

**ONLY CARS BEARING L.G.S
STUDENT AND STAFF
STICKERS ARE ALLOWED
INSIDE THE LANE LEADING TO
SCHOOL.**



MEASURES

- Please note that whoever comes to pick up your child must have the school ID card. The 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.
- In case an ID card is lost please inform school office through a written application. A new one will be issued against a fine of Rs. 500.
- School will inform parents of unscheduled holidays/emergencies/urgent notices in the WhatsApp groups.
- Kindly inform the office promptly in case of change of phone number or addresses.

IMPORTANT

- School mornings should be relaxed. Allow yourselves enough time to get ready and have breakfast . Chat about what your child should expect.
- It is important to remember that children take their cues from their parents. If they see that you are upset, this will only intensify their fear. If they see you happy about them starting school and their growing independence, this will help them build their self confidence.
- Saying goodbye after the initial few parent-child days will be the most difficult situation of your child's first steps in becoming a preschooler. Keep the goodbyes short but positive. Saying bye with a positive approach and quickly reassuring your child that you will return to pick him/her up will make it less stressful on both of you.
- Though you might be tempted to sneak out without so much as a wave goodbye- DON'T DO IT! Your child will be more distressed when he/she realizes that you are gone. Instead, make it a point of saying bye- but don't drag it out or let on that you are nervous or upset. Just do it matter-of- fact and confidently and he/she will learn to do the same.
- Once your child has settled into the school routine you will be amazed by his/her continued progress, development and independence.



SCHOOL RULES

Punctuality is very important. School starts at 8:15 a.m. Any child coming after 8:30 a.m. will not be allowed to enter school. 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 a.m. for your child to be allowed in.

- Kindly ensure that your child is picked 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.
- 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. In fact, we advise you not to leave your child alone with either maid or driver.
- The school usually communicates with parents through WhatsApp. In case we need to contact individual parents for any reason we will send a note in the diary, make a phone call or send a WhatsApp message; depending on the situation.
- All notices regarding school activities are sent via WhatsApp. Please make sure that you add this number to your contact list: +92311 1311605. This number is only used for messaging. No calls are accepted on this number.
- 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.
- Notices/permission slips should be carefully read and permission slips for vaccination etc. should be returned promptly.

PARENT-TEACHER CONFERENCES

Parents who wish to discuss their child's progress must call the school office to make an appointment with the class teacher . In case we need to contact individual parents for any reason we will send a message on WhatsApp/Google Classroom.

CONTACTS



School Office: 042- 35750205
042- 35874329

Email: schooloffice31fcc@lgs.edu.pk

Website: www.lgs.edu.pk