

National Grammar School



STUDENT HANDBOOK **2019 - 2020**

Principal's Message

My Dear Student,

I would like to welcome you to NGS for the academic year 2014-2015. I would request you to read the student hand book carefully and understand all the aspects of the academic life at NGS.

Excellence in academics can only be achieved by self-discipline. I would therefore urge all my students to try to practice self-discipline as much as possible. If you set certain goals for yourself, try your best to achieve those goals.

Your greatest enemy is "Procrastination". Check up the dictionary for the meaning of this word and avoid being in this condition.

Most of the teachers at NGS are full time teachers. They would be available for consultation on subject matters both in and out of classes.

While NGS has many instruments to encourage academic excellence, there also exist instruments for discouraging bad academic performance and conduct.

There is a well-defined NGS penal code. The penal code is attached at the back of this booklet. I would request you to read it carefully and try to avoid being its subject at all costs.

Please remember that your personal file must remain clean. Presence of penalty cards in your file will effect adversely the recommendations from school which are important for university admissions.

I hope and pray that you have a wonderful year full of good news of success in all your pursuits.

With Dua and Salaams

**N. Ali Shah
Principal**

CONTENTS

INTRODUCTION:
NGS VALUE SYSTEM
OUR MISSION STATEMENT
NGS GOALS
ACADEMIC CALENDAR & ACADEMIC YEAR.
NGS MERIT SCHOLARSHIP WITHDRAWAL RULES
NGS SPORTS SCHOLARSHIP WITHDRAWAL RULES
ADDING AND DROPPING COURSES
HOME WORK POLICIES FOR MIDDLE SECTION AND O-LEVEL
MAKE-UP CLASS
PEER TEACHING
TESTS POLICY
EXAMINATION POLICIES
REVISION TESTS
PREPARATION FOR CIE EXAMS
MOCK EXAMS
PROMOTION POLICY
FORECAST GRADES
EXAMINATION RESULTS
EXAMINATION ENTRY CARD
SCHOOL BLAZER
PRINCIPAL'S AWARDS
HOUSE POINTS
DISCIPLINARY COMMITTEE
LABORATORIES CODE OF ETHICS
LRC RULES AND REGULATIONS
SCHOOL UNIFORM
IDENTITY CARDS
LEAVE
SICKNESS
ATTENDANCE RULES
STUDENT COUNCIL CONSTITUTION
SCHOOL CANTEEN / CAFETERIA
CAREER COUNSELING AND ACTIVITIES OFFICE
NGS ROUNDUP
NGS OUTLOOK
SCHOOL FUNCTIONS
CELLULAR PHONES
STUDENTS LEAVING SCHOOL EARLY
CIGARETTES / DRUG
SPOT CHECKING
FORMAL ASSEMBLY
LATE TO SCHOOL / ABSENT WITHOUT LEAVE
BUNKING
COMPLAINTS/SUGGESTIONS PROCEDURE
NGS PENAL CODE
ACADEMIC CALENDAR

INTRODUCTION:

This handbook will help all students (new and old) to understand the rules, regulations and policies of National Grammar School. Please keep this handbook handy for future reference.

The members of management of NGS Liberty campus are as follows:

Mr. N.A. Shah
(Director Education)
director@ngs.edu.pk

Mrs. Kashfi Butt
(Principal)
principal@ngs.edu.pk

Mrs. Sania Shah
(O & A-Level Coordinator)
saniashah@ngs.edu.pk

Ms. Saira Usman Bilour
(Middle Section Coordinator)
saira@ngs.edu.pk

Mr. Behram Shah
(Sports Director)
behram@ngs.edu.pk

Mr. Pervaiz Aziz
(Assistant to Principal for Quality Insurance)
pervaiz@ngs.edu.pk

Ms. Sania Nasir
(Examination Coordinator)
[saniam@ngs.edu.pk](mailto:sania@ngs.edu.pk)

Ms. Sara Bukhari
(Activities Coordinator)
sara@ngs.edu.pk

NGS VALUE SYSTEM

The NGS educational philosophy is based on a set of core and extended values which are detailed below:

The core values in our value system are “**Excellence**”, “**Integrity**”, “**Merit**”, “**Discipline**” and “**Unity**”. These values are defended at all costs and under all circumstances. Our extended values include “**Loyalty**”, “**Responsibility**” and “**Diversity**”. NGS expects its students to be confident and mature individuals with inquiring and open minds.

NGS MISSION STATEMENT

- To create and provide opportunities to students for development of open and receptive minds.
- To achieve excellence in learning and preparation for external examinations.
- To inculcate a strong work ethic among students.
- To create an awareness of our cultural diversity and richness.
- To secure places for our students in reputable universities in Pakistan and abroad.

NGS GOALS

- Encourage the love of learning and acquisition of knowledge.
- Develop a spirit of enquiry and independent research.
- Promote critical thinking and problem solving.
- Improve social skills (i.e. self-control, self-esteem, self-respect, self-motivation, conflict resolution, cultural diversity awareness and acceptance).

ACADEMIC CALENDAR & ACADEMIC YEAR

The academic year at NGS is “September to June”. For the outgoing classes, the year may actually begin in August and end in May of the following year. All the activities at school during the academic year are scheduled according to the “ACADEMIC CALENDAR”. Copies of this calendar are given to all students at the beginning of the year in August / September. Students / Parents must ensure that they have a copy of the latest academic calendar.

NGS SCHOLARSHIP WITHDRAWAL RULES FOR A-LEVEL STUDENTS

For students with 100% scholarship

50% withdrawn for GPA 2.5 to 2.9

100% withdrawn for GPA less than 2.5

For students with less than 100% scholarship

50% withdrawn for GPA 2.00 to 2.4

100% withdrawn for GPA less than 2.00

The GPA is calculated as follows:

Grade A*	=	4.0	points
Grade A	=	3.75	points
Grade B+	=	3.5	points
Grade B	=	3.0	points
Grade C+	=	2.5	points
Grade C	=	2.0	points
Grade D+	=	1.5	points
Grade D	=	1.0	points
Grade E	=	0.5	points

All subject grades are considered.

The average of the grade points is the GPA

GPA as well as scholarship is influenced by the following exams:

1. October Exam
2. December Exams
3. March Exams
4. May exams

October Exams will influence scholarship for the months (September to November) If the GPA drops below the limit, a supplementary “scholarship withdrawal bill is issued by mid November.

December Exams will influence scholarship for the months (December - February). If the GPA drops below the limit, a supplementary “scholarship withdrawal bill is issued by mid January.

March Exams will influence scholarship for the months (March - May). If the GPA drops below the limit, a supplementary “scholarship withdrawal bill is issued by mid April.

May Exams will influence scholarship for the months (June - August). If the GPA drops below the limit, a supplementary “scholarship withdrawal bill is issued by mid June.

Scholarship will continue for second year of A-level on the previous basis.

NGS SPORTS EXCELLENCE SCHOLARSHIP

1. AIM

The Sports Excellence Scholarship Scheme is designed to: enable gifted sportsmen and sportswomen, who have the potential to succeed at NGS, to gain education without compromising their sporting opportunities; promote the School as an institution supporting both sporting and academic excellence and contribute to the school status as an "Athlete Friendly School".

2. TYPE OF SCHOLARSHIP

A **20 % waiver on tuition fee** for one academic year will be awarded to successful candidates.

3. ELIGIBILITY AND SELECTION CRITERIA

3.1 Eligibility

- To be eligible for selection for a Sports Excellence Scholarship, the applicant must have demonstrated high achievement in their chosen sport.
- To be eligible for the Sports Excellence Scholarship in the subsequent year of study, the applicant's sports performance in the previous year will be assessed.

3.2 Selection

Applications for Sports Excellence Scholarships are assessed against recommendations from previous Sports Instructors and medals, certificates, awards and honors attained in the particular sport.

The Sports Scholarship Committee makes recommendations for the award of scholarships on the basis of the: standing in the applicants' chosen sport; academic standing of the applicant and the likelihood of success in the chosen program.

4. EXPECTATION DURING NGS TENURE

- Playing for the School Team
- Attendance > 85%
- GPA > 2.0
- General Discipline

ADDING AND DROPPING COURSES

O-Level and A-Level students may add or drop courses without any penalty during the first two weeks of joining the programme at NGS. After this time there is a charge of Rs. 2500 for any change in the choice of courses. A "course add / drop form" has to be signed by the parent and approved by the subject teachers. Students have the facility to attend classes of different subjects during the first two weeks. Students who join late or during the year cannot avail this facility.

HOME WORK POLICIES FOR MIDDLE SECTION AND O-LEVEL

The rules regarding homework are as follows:

Students are expected to keep themselves updated and informed of the homework assigned and the collection days. It is the responsibility of a student to obtain the homework from their subject teacher or class mates. Absence on the day homework is given is not accepted as an excuse for not doing the homework.

All the assigned homework must be completed and submitted on the due day immediately after assembly to the class teacher. Students who do not submit homework on time or give incomplete work have to attend the **MAKE UP** class the same day.

Students who have to be in the make-up class must make necessary arrangements on their own for their pickup after the class.

The teachers will collect the homework according to the specified Home work collection days.

Homework for MIDDLE SECTION is collected as follows:

Mondays	:	Mathematics & English
Tuesdays	:	Urdu & Computers
Wednesdays	:	General Science
Thursday	:	Islamiyat & Social Studies
Friday	:	Art

Homework for O-level classes is collected as follows:

Mondays	:	Mathematics & English
Tuesday	:	Urdu & Physics / Accounting
Wednesday	:	Islamiyat & Biology / Computers
Thursday	:	Pakistan Studies & Chemistry /Economics
Friday	:	Ad. Maths / Commerce

Students who are unable to submit the homework on the DUE DAY for whatever reason are made to complete the work during the "make-up class" after school. Chronic cases are dealt strictly through NGS penal code.

MAKE-UP CLASS

Students of (VI – O3) who do not submit their home work or submit low quality work attend a make-up class after school for one hour. There is a 15 minutes lunch break before the make-up class. The make-up class supervised by the Discipline Coordinator. Peer teachers (A-level students) may also supervise the make-up class.

PEER TEACHING

A level students are encouraged to apply for peer teaching. A-level students who are good at any subject will have to stay back once a week for 1 hour to help students in the make up class. A certificate (Dependability Award) is given to students who complete 15 hours of peer teaching.

TESTS POLICY

Fortnightly tests of about 20 minutes each are required for every subject. These tests can be either FORMATIVE (with no effect on the end semester grade) or SUMMATIVE (with 15% influence on the end semester grade). Formative tests can be marked by the students themselves while summative tests are marked by the teacher. Students are informed about the tests beforehand..

EXAMINATION POLICIES

For all classes except the outgoing classes, there are 4 formal exams in the academic year. The following exams are conducted for classes VI, VII, VIII, O1 & A1

- Mid Semester 1 exams
- End Semester 1 exams
- Mid Semester 2 exams

End Semester 2 exams also called (promotion exams)

Policy for Mid Semester (MS) exams (for classes VI to A2).

Mid semester 1 exam is conducted for classes VI to A2.

Mid Semester 2 exam is conducted for classes VI VII VIII O1 & A1

Mid- Semester examination is a stand alone exam. This exam will have 25% marks towards the end semester exam grade.

Mid semester 1 exam starts around October 15 after about 6 - 7 academic teaching weeks.

Mid semester 2 exam starts around March 15 after about nine academic teaching weeks.

Procedure for mid semester exams

All exams will start 30 minutes after the first bell

The maximum duration of papers will be 2 hours.

Two exams are held on each working day with a break in between.

There is no change in the school timing during exams.

Exam papers along with marking scheme must reach the exam office latest by October 7 in case of MS1 exams and March 7 in case of MS2 exams.

Copy of each paper along with solution and marking scheme must be placed in the course file.

End semester examinations

End semester 1 exam is conducted for classes VI to A1 (pre- mocks for O3 & A2).

Examination will be conducted from the semester syllabus only.

End Semester 2 exam is conducted for classes VI VII VIII O1 & A1

Examination will contain syllabus of both semester I and semester II.

The end semester 1 examination usually starts around December 8

The end semester 2 examination usually starts around May 15

The End semester exams are according to the CIE pattern which includes the following;

- a. No. of papers components
- b. Marks as per CIE
- c. Font style & size as per CIE
- d. Front page as per CIE but with NGS logos
- e. The exam papers along with marking scheme must reach the exam office a minimum of 1 week before the starting date.

How to calculate the end Semester examination grade

The end semester grade is influenced by the following:

- | | |
|--|-----|
| a. Fortnightly tests, marked out of 10 each, recorded in the teacher diary | 15% |
| b. Mid semester exam | 25% |
| c. End semester exam | 60% |

The case of Class O2

The promotion of this class will be based upon the MID SEMESTER II examination which will be held for all subjects. Those who fail any subject will have to clear them in supplementary exams held in the first week of August. The grades will be calculated as follows;

- | | |
|---|-----|
| a. Fortnightly tests (in subjects other than the CIE exam subjects), marked out of 10 each, recorded in the teacher diary | 30% |
| b. Promotion / Mid semester II exam | 70% |

Class Tests

Fortnightly tests of about 20 minutes each are required for every subject. These tests can be either FORMATIVE (with no effect on the end semester grade) or SUMMATIVE (with 15% influence on the end semester grade). Formative tests can be marked by the students themselves while summative tests must be marked by the teacher. Students must be informed about the tests beforehand. At least 3 summative tests must be held each semester. Fortnightly tests are taken on "Single lined sheets". These sheets may be sent home for parent's signature. The teacher will maintain a file for each student to be discussed with the parent at PTMs.

The marks of all the tests must be recorded in the teacher's diary. A hard copy of the test complete with date, topic etc. should be kept in the course file.

Quizzes

A teacher is required to quiz the class at the end of each topic. The main function of the quiz is to establish the effectiveness of the teaching. Quizzes could be oral or written. A copy of the quiz must be placed in the course file.

Supplementary Exam Policy

Students who fail the compulsory subjects will have to clear them in the Supplementary Exams. Supplementary exams are held in the first week of August.

Revision Tests

These tests are conducted for classes VI to A1 (except O2, O3 and A2)

Revision test 1 is conducted in the first week of May and covers the Semester 1 Syllabus. This test is formative and the purpose is to revise the syllabus and know the weak areas.

Revision test 2 is conducted in the second week of May and covers the syllabus of Semester 2. This is again a formative test and does not influence the grade.

The teacher can encourage the students to mark these test themselves for home work.

How to calculate the end Semester examination grade ?

The end semester grade is influenced by the following:

- | | |
|--|-----|
| c. Fortnightly tests, marked out of 10 each, recorded in the teacher diary | 15% |
| d. Mid semester exam | 25% |
| e. End semester exam | 60% |

PREPARATION FOR CIE EXAMS

Frequent testing is the most effective tool for preparation of examinations. NGS students will sit for the following preparatory tests in the concerned subjects.

Prep Test 1

This type covers 25% of the subject syllabus and is conducted for **O2, O3** and **A2** starting around **February 1**. This test carries 5% credit towards the Mock grade. This test is marked by the teacher.

Prep Test 2

This type covers 25% + 25% = 50% of the subject syllabus and is conducted for **O2, O3** and **A2** starting around **February 09**. This test carries 5% credit towards the Mock grade. This test is marked by the teacher.

Prep Test 3

This type covers 25% + 25% + 25% = 75% of the subject syllabus and is conducted for **O2, O3** and **A2** starting around **February 16**. This test carries 5% credit towards the Mock grade. This test is marked by the teacher.

Prep Test 4

This type covers 100% of the subject syllabus and is conducted for **O2, O3** and **A2** starting around **February 23**. This test carries 5% credit towards the Mock grade. This test is marked by the teacher.

MOCK EXAMS

Mock Exams cover 100% of the subject syllabus and is conducted for **O2, O3** and **A2** beginning around **March 7**. This exam carries 80% credit towards the grade, the remaining 20% comes from Tests 1, 2, 3 and 4. The Time table for the Mock Exams is according to the CIE time table. The Mock exam grades will also be the Forecast grades for CIE or any other HOPE certificate

PROMOTION POLICY

A pass in the compulsory subjects is essential for promotion to the next class.

COMPULSORY SUBJECTS

O-level:

Mathematics, English, Urdu, Pakistan Studies and Islamiyat

Middle Section:

Mathematics, English and Urdu

Class VI – O1 : Promotion is based on end semester II examinations.

O2 : All subjects are taught according to time table. After mid-semester II, only the subjects of “Pak Studies”, “Islamiyat” and “Urdu” are taught. The promotion O2 class is based upon the MID SEMESTER II examination which will be held for all subjects. Those who fail any subject have to clear them in supplementary exams held in the first week of August. The grades are calculated as follows;

Fortnightly tests	30%
Promotion / Mid semester II exam	70%

A1 : AS syllabus is followed for most subjects so that students are ready to sit the AS Cambridge examination.

FORECAST GRADES

The forecast grade are based upon mock exam grades.

EXAMINATION RESULTS

Every student at NGS has a student number and a password. The password can be obtained from the school upon request by e-mail or personal visit. The end semester examination results are available on the NGS web site on predetermined dates.

EXAMINATION ENTRY CARD

Students must have the “exam entry card” to enter the examination hall for end semester examinations. They have to apply for this card two weeks before the first exam.

SCHOOL BLAZER

An ACADEMIC BLAZER is awarded as recognition of academic achievement. Academic blazers are awarded to students who get 8 or more A/A* grades in the CIE examination in O-level and internal final exam.

A SPORTS BLAZER is awarded to outstanding sports achievements according to the criterion set by the Sports Committee at NGS.

A CO-CURRICULAR BLAZER is awarded to students who bring back first positions in inter-school competitions in dramatics / debates and other co-curricular activities.

A student may be awarded all three blazers.

PRINCIPAL’S AWARDS

These awards are given after each examination 4 times a year.

- In September based upon the Semester 2 results in the previous class.
- In November , based upon October exams
- In January, based upon December exams
- In April, based upon March exams.

The following award are given:

Principal’s Award ‘Academics’

Awarded for 1 - 2 A/A* grades (VI to O3)

1 A/A* grade (A level)

Principal’s Award ‘Academic Excellence’

Awarded for 3 - 5 A/A* grades (VI to O3)

2 A/A* grades (A level)

Principal’s Award ‘Student of the Month’

Awarded for 6 or more A/A* grades (VI to O3)
3 A/A* grades (A level)

HOUSE POINTS

An A or A* grade of any student will contribute a (+1 point) to his / her house.

A U grade of any student will contribute a (-1 point) to his / her house.

A YELLOW card will contribute a (-1 point to the house)

A PINK card will contribute (-2 points to the house)

A RED card will contribute (-3 points to the house)

A BLACK card will contribute (-5 points to the house)

Any academic certificate (Progress Award/ Dependability Award/ Achievement Award/ Peer teaching Award etc.) will contribute (+ 3 points to the house)

A SCHOOL BLAZER will contribute (+10 points to the house)

DISCIPLINE

Discipline in school is monitored by the Coordinator. Students involved in cases of indiscipline are given the opportunity to explain or (show cause) in writing before invoking the NGS penal code. Students are advised to keep a copy of the NGS penal code.

Serious cases of misconduct or breach of academic and other rules are reported to the Disciplinary Committee. This committee consists of senior members of the staff and in certain cases, members of the student council. When a case is reported to this committee it conducts a detailed investigation and takes necessary action after providing a hearing to the student. Depending upon the seriousness of the issue, penalties range from the imposition of fines up to permanent expulsion from the school.

LABORATORIES / LRC CODE OF ETHICS

The students are expected to conduct themselves in an orderly manner at all times but especially while in the laboratories / LRC. In case of a misdemeanor or a more serious offence, the NGS penal code is applied.

LRC RULES AND REGULATIONS

General Rules:

- Complete silence is to be observed in the LRC.
- Books from the reference section cannot be issued.
- Text underlining / highlighting / overwriting / page damage is strictly forbidden. Borrowers may be fined up to the replacement cost of the book.
- Students are not allowed to take away any books or other material without permission.
- Drinks and eatables are strictly forbidden in the LRC.

Books Borrowing Rules:

- A student can borrow only one book at a time.
- Textbooks will be issued for three days at a time.
- Books cannot be issued without student I.D. card.
- Books other than text books are issued for a maximum of seven days at a time.
- A written request must be received one day before a book is issued.
- At the time of borrowing, students are responsible for checking the condition of the book and reporting any damage.

LRC Fines:

- Rs. 20/- per day for overdue books.
- Cost of damage to books up to replacement cost of the book.

SCHOOL FUNCTIONS

Students are actively involved in all activities at NGS. School functions are no exception. Students are encouraged to attend all school functions.

IDENTITY CARDS

Students are advised to collect their school identity card from the operation office. Identity cards must be with them at all times. Loss of the school identity card must be reported to the operation office immediately. A duplicate card can be issued on payment.

LEAVE

If the student has to miss school, the school office must be informed in writing. Leave applications can be sent by email to: principal@ngs.edu.pk

If a student is absent for **five** consecutive days, the office will post an “ABSENT REPORT” by courier or by registered mail. Failure to respond to this report may result in withdrawal on the assumption that the student has left school.

SICKNESS

In case of sick leave for one day, the school must be informed either by a written application or by telephone. Leave of two days or more requires a written application which must reach the school as early as possible. In case of contagious diseases, students must not attend school unless a written clearance note from the consulting doctor is received. Please note that the school must be informed whenever a student is taking any medication.

ATTENDANCE RULES

Attendance is compulsory for all the students and failure to abide by the attendance rules may result in the application of the NGS penal code. A student may not be allowed to sit for examinations if the attendance drops below 80% in any subject.

STUDENT COUNCIL CONSTITUTION

Role of the Student Council

- To create in cooperation with the Management, staff, parents and students, a better school life for the student of our school.
- To provide students with opportunities of leadership and to develop in all students a sense of responsibility.
- To encourage the students in the school to become more aware of how the school is run and to constructively identify and express their needs.
- To act as liaison where appropriate between the students and the teaching staff and management.
- To build a relationship based on mutual respect and trust with all in the school and supports the staff, management and parents in their efforts to create and maintain an environment conducive to educational and personal development.
- Assist with mentoring / induction of new students.
- Assist in school activities: sporting, cultural, liturgical, extra-curricular.
- Organise or assist with fund-raising / charitable work

Structure of the Student Council

The council will consist of following office bearers who will be democratically elected:

- One Head Boy from A1
- One Head Girl from A1
- Four House Captains (one for each house) from A1
- One class representative from every Class (8 Reps.: From 6th to A2)

Elections

- Elections will be democratic and by secret ballot.
- Students and academic staff will vote in Student Council elections.
- Each voting member will have only one vote.
- To run for the council, a student must be proposed and seconded by members of student community.
- If there is more than one candidate going forward, an election will be held. If there is only one candidate they are deemed elected once they have been proposed and seconded.
- Ballot papers will be produced.
- The votes will be counted by a nominated teacher/s and kept for verification.
- Election will be held in January for electing council for the next term.

Eligibility to Stand Election and Hold Office

Candidate applying for each post must:

- have a good academic record in internal examinations.
- not hold any card as mentioned per NGS Penal Code
- be a regular and punctual student
- have effective leadership qualities
- be a good follower of the directions given by the school authorities
- maintain a good reputation with the students
- academic record (at has an overall C+ grade)

Meetings

The Student Council will meet weekly where possible on Mondays at 10.20 (break time) in Room 8. The teacher (student counsellor) will assist in the smooth running of the meeting but in so far as is possible, students should run their affairs entirely on their own initiative. For any major decision to be voted on or agreed, at least two thirds of the council must be present at the meeting.

Attendance / Discipline

When a council member had advance knowledge that they cannot attend a meeting, they will inform the Secretary.

If a member misses three consecutive meetings or five in total during the year without a valid excuse, they may be asked to step down.

Council members are expected to conduct themselves in a way that does not bring the council into disrepute. A discipline issue that results in award of a penal card under the NGS Penal Code will disqualify the member from holding the office.

If a council member is removed due to any reason prescribed in the constitution or withdraws from the school, a re-election will be arranged for that specific post.

SCHOOL CANTEEN / CAFETERIA

The student council has a cafeteria committee under the supervision of a staff member. This committee oversees the functioning of the school cafeteria.

CAREER COUNSELING AND ACTIVITIES OFFICE

NGS has a wide range of extra-curricular activities to choose from. Of course the clubs depend upon the enthusiasm of specific members of the staff and the students. The following clubs have been functional at NGS:

- **Debating Society**
- **Dramatics Society**
- **Music Society**
- **Sports Club**
- **Social Welfare Society**
- **Chess Club**
- **Science Club**
- **Business Club**

Securing places for our students in the best of universities both at home and abroad is an integral part of the NGS Mission Statement. The guidance counselor handles admissions to the undergraduate programs abroad and within Pakistan. The career development services offered by this office include resume preparations, assistance in the applications process of various universities and guidance regarding suitable career options.

NGS ROUNDUP

The students of NGS publish a monthly newsletter which contains campus news, and original student work. The Editorial Board comprises of students of O-Level and A-level. All students are welcome to send their contributions to: roundup@ngs.edu.pk

NGS OUTLOOK

This is a yearly magazine of the NGS Liberty Campus. The editorial board under the supervision of a staff advisor collect articles from the students on the prescribed format.

SCHOOL UNIFORM

School Uniform is compulsory for all students. It may be noted that the NGS penal code is applied strictly for uniform irregularity.

CELLULAR PHONES

Use of cellular phones is strictly forbidden in all areas of the school. The management will confiscate the instrument if used in the campus. Once confiscated, the instrument will only be given back to the parent.

STUDENTS LEAVING SCHOOL EARLY

A-level students may leave the campus after their last unit. Students have to get a gate pass from the LRC. O level and middle school students will require a written note from the parent to leave the school before the end of school day.

CIGARETTES / DRUG

Cigarettes or drugs are strictly prohibited on campus. Please look at the NGS penal code for consequences in such a case.

SPOT CHECKING

The Discipline Coordinator may conduct “Spot Checking” of a student at any time. In such a case, the bag, clothes, wallet etc. are checked thoroughly.

FORMAL ASSEMBLY

The school formal assembly takes place every Monday after break. The formal assembly is compulsory for all students. Failure to attend the formal assembly will attract a YELLOW card.

LATE TO SCHOOL / ABSENT WITHOUT LEAVE

Rules for late comers and Absent without leave

If a student is late to school (Arrives after the bell), the Discipline Coordinator will record his / her name on the register and issue a **Yellow Card** for every three lates.

If a student is Absent without leave, a **Yellow Card** is issued for each offence unless an application from parent with a valid reason is submitted.

Note: Yellow cards given for late arrivals / Absents will not convert into PINK or RED cards.

BUNKING

If the student is caught bunking the class, the NGS penal code is strictly applied.

COMPLAINTS/SUGGESTIONS PROCEDURE

i. STUDENTS

RATIONALE

NATIONAL GRAMMAR SCHOOL believes that students should be able to forward any concerns or issues and feel assured that their complaints are acknowledged and dealt with in a proper manner.

PROCEDURES

The student should communicate any issue to the class teacher as soon as possible. If there is no resolution at this point, then the following procedures apply:

- Complaints will be redirected to the Academic Coordinator for further investigation
- Complaints will be acknowledged verbally on acceptance
- Documentation relevant to the issue at hand will be gathered confidentially by the Academic Coordinator
- Issue will be address and resolved as soon as practically possible (within 5 working days)
- A discussion will take place between the Class Teacher and Academic Coordinator and the complainant.
- Necessary actions will be taken if valid.
- Total confidentiality will be maintained throughout by the management (and teaching team if necessary.)
- Anonymous complaints will not be entertained.
- Quality Council/Principal shall be engaged in case the matter remains unresolved.

ii. **PARENTS**

RATIONALE

NATIONAL GRAMMAR SCHOOL believes that PARENTS should be able to forward any concerns or issues and feel assured that their complaints are acknowledged and dealt with in a proper manner.

PROCEDURES

The parent should communicate any issue to the class teacher as soon as possible. If there is no resolution at this point, then the following procedures apply:

- Complaints will be received in writing only, and should be directed to the Principal / Head of Admin. They will be acknowledged verbally on acceptance and a diary number will be given to the written communication.
- Documentation relevant to the issue at hand will be gathered and accurately recorded by the Principal / Head of Admin.
- Issues will be addressed in writing as soon as practically possible (within 5 working days.)
- A discussion will take place between the Principal / Head of Admin. and the complainant.
- Necessary actions will be taken if valid.
- Total confidentiality will be maintained throughout by management (and teaching team if necessary).
- Anonymous complaints will not be entertained.

SPORTS RULES & REGULATION

General Rules

- All students participating in sporting events must purchase the complete NGS Sports Kit. Adherence to the sports kit will be strictly observed during all sports lessons, inter-house matches and interschool events. The school has the right to disqualify any student at any time on this basis.
- All students must respect the school's property and must not damage any sports equipment / item belonging to the school. In case of any such damage, a student would be fined according to the extent of damage/loss.
- Any equipment that a player wears or uses to play (headgear, body guards, studs, aluminum bats etc.) will not be allowed if it is found injurious or unfair to the other team.
- The Sports Teacher's word/decision will be the final for all games and there shall be no resistance to that.
- The Sports Teacher can halt play for any particular event for any unforeseen or accidental occurrences.

Code of conduct

- All participants must observe discipline and mutual respect for the Sports Teacher and the opposing team.
- Misbehavior with the Sports Teacher, participants or the people in charge will not be tolerated and will result in disqualification.
- Any abusive or void arguments with the Sports Teacher / Referee can lead to disqualification.
- The Sports Teacher's / Referee's decisions will be final; no kind of arguments will be tolerated.
- Violation of rules and misconduct will result in disqualification.
- Only the captain can speak to the Sports Teacher / Referee during the play for any inquiries.
- If a student has any suggestions or queries related to Sports at NGS, he/she should feel free to get them addressed by the Sports Director.