

National Grammar School



STUDENTS HANDBOOK

2023-2024

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PRINCIPAL'S MESSAGE

My Dear Student,

I would like to welcome you to NGS for the academic year 2023-2024. I request you to carefully read the student handbook and understand all aspects of academic life at NGS. Excellence in academics can only be achieved through self-discipline. I, therefore, urge all my students to practice self-discipline as much as possible. If you set certain goals for yourself, try your best to achieve them.

Your greatest enemy is "Procrastination." Look up the dictionary for the meaning of this word and avoid falling into this habit. Most of the teachers at NGS are full-time teachers and are available for consultation on subject matters both in and out of classes. While NGS has many instruments to encourage academic excellence, there are also measures to discourage poor academic performance and misconduct. There is also a well-defined NGS penal code attached at the back of this booklet. I request you to read it carefully and strive to avoid being subject to it at all costs. Please remember that your personal file must remain clean. The presence of penalty cards in your file will adversely affect recommendations from the school, which are important for university admissions.

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

With Dua and Salaams,

N. Ali Shah
Principal

INTRODUCTION:

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

The members of NGS management are as follows:

ADMINISTRATIVE STAFF

Mr. Nayyar Ali Shah (Principal)
principal@ngs.edu.pk

Mr. Ali Asad Khan (Sports Director)
aliasad@ngs.edu.pk

Ms. Nazish Asif (Head of Academics)
academics.gulberg@ngs.edu.pk

Ms. Maria Yusuf (Middle School Coordinator)
maria@ngs.edu.pk

Activities Coordinator
activitiescoordinator.gulberg@ngs.edu.pk

Ms. Sania Nasir (Examination Coordinator)
sania@ngs.edu.pk

Mr. Asif Ali (Head of MIS)
asifali@ngs.edu.pk

Mr. Mirza Razaq (Burser)
razaq@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 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 inquisitive and open minds.

NGS MISSION STATEMENT

- To create and provide opportunities for the development of open and receptive minds in students.
- To achieve excellence in learning and preparation for external examinations.
- To instill 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 the acquisition of knowledge.
- Develop a spirit of inquiry and independent research.
- Promote critical thinking and problem-solving.
- Improve social skills, including self-control, self-esteem, self-respect, self-motivation, conflict resolution, and cultural diversity awareness and acceptance.

ACADEMIC CALENDAR & ACADEMIC YEAR

The academic year at NGS runs from September to June. For outgoing classes, the year may commence in August and conclude in May of the following year. All school activities during the academic year are scheduled according to the "ACADEMIC CALENDAR." Copies of this calendar are provided to all students at the beginning of the year in August/September. Students and 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 scholarships 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 scholarships for the months (December to February). If the GPA drops below the limit, a supplementary scholarship withdrawal bill is issued by mid-January.

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

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

Scholarships will continue for the 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. It aims to promote the School as an institution supporting both sporting and academic excellence and contribute to the school's 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 based on the standing in the applicant's 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 program 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. However, students who join late or during the year cannot avail of this facility.

HOMEWORK POLICIES FOR MIDDLE SCHOOL AND O-LEVEL

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

All assigned homework must be completed and submitted on the due day to the subject teachers. Students who have to attend 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 ***Homework Collection Days***. Teachers must ensure that the homework/assignments given are recorded for the students.

HOMEWORK FOR MIDDLE SECTION IS COLLECTED ON THE FOLLOWING DAYS:

Class 6:

Monday:	Mathematics and English
Tuesday:	General Science and Urdu
Wednesday:	Pakistan Studies
Thursday:	Islamiyat and Computer
Friday:	Creative Writing

Class 7:

Monday:	Mathematics and English
Tuesday:	General Science and Urdu
Wednesday:	Pakistan Studies
Thursday:	Islamiyat
Friday:	Computer and Creative Writing

Class 8:

Monday	Mathematics and English
Tuesday	Pakistan Studies and Creative Writing
Wednesday	General Science and Computer
Thursday	Urdu
Friday	Islamiyat

HOMEWORK FOR O-LEVEL CLASSES IS COLLECTED ON THE FOLLOWING DAYS:

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

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. The respective subject teachers are responsible for reporting the students to the Discipline Coordinator. Chronic cases are dealt with strictly through NGS penal code.

HOMEWORK POLICIES FOR A-LEVEL

A-level students should be given **a minimum of five assignments on each subject per semester**, which are to be collected on the specified assignment collection days. Students who are unable to submit their assignments on the due date, for whatever reason, may be required to complete them in a make-up class after school.

PEER TEACHING

Students of (VI – O3) who do not submit their homework or submit low-quality work will attend a makeup class after school for one hour. There will be a 15-minute lunch break before the make-up class. The make-up class will be started by the Discipline Coordinator and the respective teachers. Peer teachers (A-level students) will supervise the make-up class.

ASSESSMENTS, TESTS AND EXAMINATIONS

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 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 or in a notebook. 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.

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.

REVISION TESTS

These tests are conducted for classes 6 to A1 (except O2, O3 and A2)

Revision test 1 is conducted in the first week of May and covers the Semester 1 syllabus.

They do not influence the students' grades. Its purpose is to revise the syllabus and highlight the weak areas.

Revision test 2 is conducted in the second week of May and covers the syllabus of Semester 2. They do not influence the students' grades.

As a homework assignment, teacher can encourage the students to mark their test themselves, for homework.

PREPARATION FOR CAIE EXAMS

Frequent testing is the most effective tool for preparation of the CAIE 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**.

Prep Test 2

This type covers 50% (25% + 25%) or the next 25% of the subject syllabus and is conducted for **O2, O3 and A2** starting around **February 09**.

Prep Test 3

This type covers 75% (25% + 25% + 25%) or the next 25% of the subject syllabus and is conducted for **O2, O3 and A2** starting around **February 16**.

Prep Test 4

This type covers **100%** of the subject syllabus or the next 25% of the subject syllabus and is conducted for **O2, O3 and A2** starting around **February 23**.

MOCK EXAMS

Mock Exams cover **100%** of the subject syllabus and are conducted for **O2, O3** and **A2**, around the second week of **March**. The schedule for the Mock Exams is according to the CAIE Exam Schedule.

FORECASTED GRADES

School is required to submit students' forecasted grades to Cambridge sometime before the CAIE examination. In doing so, the school will either submit the grades earned in the mock exams or the prep tests, depending on whichever of the two is higher. In case of a student struggling between a U and an E grade, school will submit D as a forecasted grade.

TEST TAKING TIPS FOR CAIES

A week before the CAIE examination, the principal should invite the parents all the CAIE candidates to the campus to go over the following tips:

1. Stop dining outside to prevent any food poisoning.
2. Avoid any junk food.
3. Stay hydrated by gradually consuming water ahead of the exam. Do not consume too much water at one time.
4. Those not fasting should keep a few toffees to maintain their blood sugar levels.
5. Visit the venue a day or two earlier to get familiar with the area.
6. Avoid any parking complications by getting to the venue about an hour and a half earlier. Being late can add to the anxiety.
7. The venue is always extremely crowded. Be mentally prepared for it.
8. Make sure to read the examination schedule and do not confuse AM for PM and PM for AM.
9. Put the examination schedule somewhere in the plain view at your home and constantly review it.
10. The stationary pouch must be transparent. If possible, let the school administration see it ahead of time.
11. Only blue or black pens are allowed for the exams.
12. Make sure you have all the required stationary. To be on the safe side, always have some extra items with you.
13. In particular, make sure to have a calculator on the days it is needed.
14. Students should stay focused during the examination and should not get distracted by looking around.
15. Visit the washrooms ahead of time.
16. Wear comfortable clothes.
17. Carry your smartcards/IDs with you.
18. Do not carry any books to the examination hall.
19. Review the exam to see which questions should be attempted first.

20. When solving multiple-choice questions, use the POE strategy (Point of Elimination strategy):
21. First, answer the question yourself without looking at the available options.
22. Then look at the available options and look for the wrong answers instead of the right ones.
23. Once you have eliminated all the wrong answers, isolate the correct answer and mark it.
24. Avoid watching too much TV and stick to a good routine.
25. Digital wrist watches are not allowed.
26. Non permitted gadgets include but are not limited to:
 - Analogue watches
 - Smart-watches
 - Fitness bands
 - Wristwatches that have a data storage device

TEACHERS' REPORTING TO THE CAIE EXAMINATION VENUE

NGS strives to motivate its students for the CAIE exams. Subject teachers play an important role in doing so and are required to report to the examination venue half an hour before the reporting time. It is a responsibility of the Examination Officer to prepare a schedule for the subject teachers and inform them of their assigned days as well as provide them with copies of Statements of Entries in case students forget to bring one with them.

SOPS FOR EXAMINATIONS

EXAMINATION POLICIES

There are 4 formal exams in any academic year conducted for classes 6, 7, 8, O1 & A1. The outgoing classes are excluded from this schedule.

Mid Semester 1 exams

End Semester 1 exams

Mid Semester 2 exams

End Semester 2 exams (also called Promotion Exams)

Policy for Mid Semester Exams (for classes 6 to A2)

Mid semester 1 exam are conducted for classes 6 to A2.

Mid Semester 2 exam are conducted for classes 6, 7, 8, O1 & A1

How to calculate the Mid-Semester Grade for O2, O3, A1 & A2.

Mid-Semester examination is a stand-alone exam for these classes.

How to calculate the Mid-Semester Grade for 6, 7, 8 & O1.

The grade is calculated as follows:

a. Exam	50%
b. Class tests/Quizzes	20%
c. Project/Presentations	20%
d. Homework	10%

Mid-semester 1 exams start around mid-October, after about 6 - 7 teaching weeks. Mid-semester 2 exams start around mid-March, after about 9 teaching weeks.

PROCEDURES FOR MID-SEMESTER EXAMS

- The first exam of the day will start at around 8:30 a.m.
- Two subjects will be tested each day
- The second exam will start at around 10:30 a.m..
- There is no exam for art
- The exam duration may range from minimum of 90 minutes to maximum of 2 hours.
- Students may go home as soon as their exams are over.
- Exam papers, along with marking schemes, must reach the Exam Office according to deadlines.

PROCEDURES FOR END-SEMESTER EXAMINATIONS

END SEMESTER 1 EXAM IS CONDUCTED FOR CLASSES 6 TO A1 (PRE-MOCKS FOR O2, O3 & A2*)

Examination will be conducted from the syllabus given by the teacher in the “revision planner”.

*For A2, only AS components shall be assessed as per CAIE format

END SEMESTER 2 EXAM IS CONDUCTED FOR CLASSES 6, 7, 8, O1 & A1

Examination will contain selective syllabus of semester I and the entire syllabus of semester II. The teacher will specify the course content in the revision planner.

*For A1, all AS components shall be assessed as per CAIE format.

The end-semester 1 examination usually starts around second week of December. The end-semester 2 examination usually starts around mid of May.

The end semester exams for the out-going classes are held in accordance with the CAIE pattern which includes the following:

- a. No. of papers / components
- b. Marks as per CAIE specifications.
- c. Font style & size as per CAIE specifications.
- d. Front page as per CAIE pattern but with NGS logo
- e. The exam papers, along with marking scheme, must reach the exam office as per given deadlines.

For the middle school, the exam duration may not exceed an hour and a half.

SUPPLEMENTARY EXAM POLICY

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

How to calculate the end-semester 1 grade for O2, O3, A1 & A2:

End-Semester examinations for above classes are stand-alone exams.

How to calculate the end-semester 1 grade for classes 6, 7, 8 & O1:

- | | |
|--------------------------|-----|
| a. Exam | 50% |
| b. Class tests/Quizzes | 20% |
| c. Project/Presentations | 20% |
| d. Homework | 10% |

AS (ADVANCED SUBSIDIARY) AND A- LEVEL (ADVANCED LEVEL) CAIE EXAMS

NGS has adopted a policy mandating all students to sit for AS exams in May/June. This policy eliminates the option of appearing for composite exams after the completion of A-Level. We believe that this policy will provide a more structured and comprehensive assessment approach for students, ensuring a higher level of academic rigor and success.

PARENT-TEACHER-MEETING

Parent-Teacher Meetings play a crucial role in enhancing communication between the school and parents to improve students' achievements at every level. With this goal in mind, three PTMs are scheduled during the academic year: after mid-semester 1, end-semester 1, and mid-semester 2. Attendance at these meetings is mandatory for all parents.

PRINCIPAL'S AWARDS

These awards are given four times a year:

- In the beginning of the year (Aug/September) based upon the second semester end exam results in the previous class.
- After each mid-semester and end-semester exam.

ACADEMIC AWARD:

A student has to attain A/A* in a subject to receive this award.

ACADEMIC EXCELLENCE AWARD:

Criteria for the Academic Excellence Award is 3 or more A/A*s.

STUDENT OF THE MONTH (BEST STUDENT AWARD)

This award is given to **students** who attain 7 or more A/A*s. % of these A/A*s must be in the compulsory subjects. A certificate is issued to the student along with the badge.

DEPENDABILITY AWARD: (BASED ON PREVIOUS ACADEMIC YEAR)

- Responsibility and diligence in assigned tasks.
- Voluntary assistance to teachers and fellow students.
- Good citizen behavior on campus.
- Three or more leadership awards in a year will translate to a Dependability Award.

PROGRESS AWARD:

This award is given to motivate students. It may be awarded whenever a student demonstrates noticeable effort/progress in studies.

LEADERSHIP AWARD:

Three progress awards in a fortnight will translate to a LEADERSHIP AWARD

EXEMPLARY CONDUCT AWARD: (BASED ON PREVIOUS ACADEMIC YEAR)

The pupil should have shown:

- Appropriate interaction and communication with fellow students.
- Respect and excellent conduct towards teachers and staff.

ACADEMIC ACHIEVEMENT AWARD

These are presented to students who have secured one or more A/A*s in the final exam of the second semester of the previous academic year.

FULL SCHOOL ACADEMIC BLAZER/ GOLD MEDAL FOR CLASSES 1-8

The recipients of this award must have achieved 7 or more A/A*s in all 4 examinations: mid-semester 1 and 2, end-semester 1 and 2, during an academic year.

A student must attain A/A* in all five compulsory subjects: English, Urdu, Maths, Pakistan Studies and Islamiyat and any two subjects out of the remaining subjects which include General Science, computer studies, art, stem, and public speaking.

FULL SCHOOL ACADEMIC BLAZER/GOLD MEDAL FOR O-LEVELS

The recipients of this award must have achieved A/A*s in ALL subjects in the two end-semester exams during an academic year and must join NGS A-Level programme.

FULL SCHOOL ACADEMIC BLAZER/GOLD MEDAL FOR A-1

The recipients of this award must have achieved at least 8 A/A*s in the CAIE O-level examination.

FULL SCHOOL ACADEMIC BLAZER/GOLD MEDAL A-2

The recipient/s of this award must have achieved A/A*s in all subjects in the end semester 1 & 2 exams.

FULL SCHOOL SPORTS BLAZER/GOLD MEDAL

This is awarded to students with outstanding sports achievements according to the criteria set by the Sports Committee at NGS.

SCHOOL CO-CURRICULAR BLAZER/GOLD MEDAL

This is awarded to students who win first positions in inter-school competitions in dramatics /debates and other co-curricular activities.

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 overseen by the Coordinator. Students involved in cases of indiscipline are given the opportunity to explain or "show cause" in writing before the NGS penal code is invoked. Students are advised to keep a copy of the NGS penal code.

Serious cases of misconduct or breaches of academic and other rules are reported to the Disciplinary Committee. This committee comprises senior members of the staff, and in certain cases, members of the student council. Upon receiving a case, the committee conducts a detailed investigation and takes necessary action after providing a hearing to the student. Depending on the seriousness of the issue, penalties range from the imposition of fines 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, particularly while in the laboratories/LRC. In the event of a misdemeanor or a more serious offense, the NGS penal code is applied.

LRC RULES AND REGULATIONS

GENERAL RULES:

- 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, so students are encouraged to attend all school functions.

STUDENT ATTENDANCE

Attendance is marked when required. Completed attendance sheets/registers are handed over to the concerned coordinator when required. A student is expected to attend at least 85% of the sessions in a semester for each subject. Teachers must therefore alert the coordinators about the student who is running short of the required attendance. Teachers are responsible for reporting attendance accurately.

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 main office will get in touch with the parents. Failure to respond consistently 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.

POLICIES HOMEWORK FOR A-LEVEL

A-level students should be given a **minimum of five assignments on each subject per semester**, which are to be collected on the specified assignment collection days. Students who are unable to submit their assignments on the due date, for whatever reason, may be required to complete them in a make-up class after school.

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 students of our school.
- To provide students with opportunities for leadership and to cultivate in all students a sense of responsibility.
- To encourage 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 a 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, supporting the staff, management, and parents in their efforts to create and maintain an environment conducive to educational and personal development.
- To assist with the mentoring/induction of new students.
- To assist in school activities, including sporting, cultural, liturgical, and extra-curricular events.
- To organize or assist with fundraising/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 Representatives: 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 the 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 or teachers and kept for verification.
- Elections will be held in January for electing the council for the next term.

ELIGIBILITY TO STAND ELECTION AND HOLD OFFICE

Candidates applying for each post must:

- Have a good academic record in internal examinations.
- Not hold any card as mentioned per the 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.
- Have an academic record with an overall C+ grade.

MEETINGS

The Student Council will meet weekly, where possible, on Mondays at 10:20 a.m. The teacher (student counselor) will assist in the smooth running of the meeting, but, insofar as possible, students should run their affairs entirely on their own initiative. For any major decision to be voted on or agreed upon, at least two-thirds of the council must be present at the meeting.

ATTENDANCE / DISCIPLINE

- When a council member has 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 disciplinary issue that results in the 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 offers a wide range of extracurricular activities for students to choose from. The availability of societies depends on the enthusiasm of specific members of the staff and the students. The following societies have been functional at NGS:

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

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

NGS ROUNDUP

The students of NGS publish a monthly newsletter containing campus news and original student work. The Editorial Board comprises students from both O-Level and A-Level. All students are welcome to send their contributions to the activities coordinator.

SCHOOL UNIFORM

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

Class 6 to O-Level

Summer Uniform - Boys

Navy Blue Trousers

White Shirt – Full Sleeves

White Socks

Black Shoes with Laces

Class 6 to O-Level**Summer Uniform - Girls**

White Shalwar Qameez with Blue Check Gilt.

White Socks

Black Shoes

White Socks

Black Shoes

Class 6 to O-Level**Winter Uniform - Boys**

Dark Grey Trousers in approved material

White Shirt - Full Sleeves

Grey Socks

NGS Tie (Navy Blue and Golden Stripes)

Black Shoes with laces

Blue Blazer with NGS Badge

Class 6 to O-Level**Winter Uniform - Girls**

White Full Sleeves Shalwar Qameez with Blue Check Gilt.

Blue Blazer with NGS Badge

White Socks

Black Shoes

A-Level - Boys

White Full Sleeves Shirt

Black Pants

Black Socks

NGS Tie (Navy Blue and Golden Stripes)

Black Coat with NGS Badge

Black Shoes with Laces

A-Level - Girls

White Full Sleeves Shalwar Qameez with NGS Logo

Black Socks

Black Coat with NGS Badge

Black Shoes

NGS Uniform is available at:

IMTIAZ NGS UNIFORM PLACE

Sadiq & Sons

Imtiaz Hussain: 0324-5050911

Shop No. 8 Hanif Chamber, Near Bobby Shoes

Liberty Market,

Gulberg III, Lahore

Tel: 35874810

MOBILE PHONES

The use of mobile phones by students from middle school and O-Level is strictly forbidden in all areas of the school. The management will confiscate the device if used on the campus. Once confiscated, the device will only be returned to the parent. A-Level students may, however, use their mobile phones only at designated spots and may not allow others to use their phones.

STUDENTS LEAVING SCHOOL EARLY

A-Level boys may leave the campus between their units and after their last unit. Students must report to their assigned coordinator before leaving the campus. O-Level and middle school students are not allowed to leave the campus. No girls are allowed to leave the campus until their classes are over and their families arrive at the campus to pick them up.

CIGARETTES / DRUGS

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.

MORNING ASSEMBLY

The morning assembly takes place every Monday through Thursday. Students assigned to conduct the morning assemblies are expected to conduct these assemblies diligently.

LATE TO SCHOOL/ABSENCE 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 **Tardy Slip**.

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

Note: Yellow cards given for Late Arrivals / Absences without Leave 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 upon acceptance.
- Documentation relevant to the issue at hand will be gathered confidentially by the Academic Coordinator.
- The issue will be addressed and resolved as soon as practically possible (within 5 working days).
- A discussion will take place between the Class Teacher, 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 redirected to the Academic Coordinator for further investigation.
- Complaints will be acknowledged verbally upon acceptance.
- Documentation relevant to the issue at hand will be gathered confidentially by the Academic Coordinator.
- The issue will be addressed and resolved as soon as practically possible (within 5 working days).
- A discussion will take place between the Class Teacher, 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.

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 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.