

Sadiq Public School



School Handbook

2022-2023

Welcome

Welcome to Sadiq Public School, where boys and girls, day-pupils and boarders from all over Pakistan, from Nursery/Kindergarten to Intermediate/A-Level, are educated by well-qualified and experienced teachers and coaching staff in an holistic curriculum: self-discipline, academics, clubs & societies, sports, and community service. At Sadiq Public School we very strongly believe that there is much more to education than academics and so it is essential that all students and their families accept that a Sadiq Public School education requires active participation and development in all five elements of our curriculum.

There are students at Sadiq Public School whose parents attended the school and whose grandparents attended the school. Several Sadiq Public School teachers also studied in Sadiq Public School.

We cherish our traditions as we look to our future with your son or daughter.

The contents of this School Handbook are subject to change without notice.

If there is any discrepancy due to translation between the English-language version is applicable.



Our Founder

His Excellency, Sir Sadiq Muhammad Khan Abbasi V (Nawab of Bahawalpur State) laid the foundation stone of this institution on March 4th, 1953 and allocated 450 acres of land situated at the main artery of the route once used by Sher Shah Suri and also financed the construction (supervised by the then Chief Minister Bahawalpur, Makhdoom Zada Hassan Mahmud) of the main building. Three boarding hostels, 12 staff residences, a swimming pool, hospital and several sports grounds were built.

His Highness The Ameer graciously named this institution Sadiq Public School and inaugurated it on January 18th, 1954 to impart high-quality, English-medium, Public-School education to new generations of the Bahawalpur area and other regions.

Sadiq Public School began with 37 students (boys and girls) and seven teachers. Mr Khan Anwar Sikandar Khan was appointed as the first Principal. The first batch of students appeared for Senior Cambridge in 1957, for Matriculation in 1958, for Intermediate in 1966.

Sadiq Public School currently has four academic blocks: Junior School, Prep and Senior Girls' School, Prep Boys' School, and Senior Boys' School. There are seven boarding houses: **Farrell** House for Girls, Kamal Pasha (Hope) and West **Daniels** for Junior School boys, Alamgir North and Alamgir South Houses for Prep boys, and Mahmud, Abbas and **Salahuddin** Houses for Senior boys. There are currently more than 2500 students of whom about 600 are boarders. Sadiq Public School is the only school in Pakistan that offers boarding for both boys and girls.



Overview

The Principal manages Sadiq Public School with the support of the Senior Management Advisory Committee which is comprised of the Vice-Principal, the Heads of Junior School, Prep Boys' School, Girls' School, and Senior School, the Estate Officer, the Accounts Officer, the **Chief** Medical Officer, and the Adjutant/OIC Sports.

Each academic subject is managed and monitored by a Head of Department. Heads of Departments are responsible for ensuring their subject syllabuses are current and are being taught appropriately and that all students are progressing in their subject.

There are four schools: Junior School (Classes 0 to 5), Prep Boys' School (Classes 6-8), Girls' School (Classes 6 to 12), and Senior Boys' School (Classes 9 to 12).

Students are allocated to Day or Boarding Houses and each House has a Housemaster/Housemistress and an Assistant Housemaster/Assistant Housemistress. All students also have a class teacher who monitors attendance and academic achievement/progress.

The Security Department is responsible for ensuring the safety and security of all staff, students, and visitors. All visitors to the School are required to follow strict security protocols, including identity checks before entering the campus.

School Hospital: A **fully**-staffed stand-alone hospital, overseen by the **Chief** Medical Officer) is available 24 hours a day to ensure all students are healthy and well cared for.

The **Registrar's** Department oversees all matters relating to Admissions applications, testing, and interviews. The same department also manages all internal and external examinations, including records/archives.

The Books & Stationery Department supplies textbooks and all necessary stationery items for students.

The School's Mosque is available for all students, parents, and staff.



General information in brief

Website / Social media

News/notifications and current events are informed to parents through the school's website www.SadiqPublicSchool.com

Annual calendar

In general, the school year begins in April and ends in March. A school calendar is available on the website.

Daily schedule / Gate times

Summer: Gate closed 7:10AM (no late arrivals)

K0-1, K0-2: 7:20AM-12:15PM (Friday 11:15AM)

Junior School: 7:20AM-1:00PM (Friday 11:45AM)

Prep/Senior School: 7:20AM-1:50PM (Friday 12:15PM)

Winter: Gate closed 8:00AM (no late arrivals)

K0-1, K0-2: 8:10AM-12:55PM (Friday 11:55PM)

Junior School: 8:10AM-2:20PM (Friday 12:55PM)

Prep/Senior School: 8:20AM-2:35PM (Friday 12:55PM)

Transport for Day Students

The school provides a network/fleet of school buses for day students to travel to and from school. Parents requesting to use the bus service should contact the Head of Transport. Students (day students or boarders) are not permitted to drive to School in cars or on motorbikes. Drivers of private cars must drive slowly and carefully and obey security staff instructions.

Mobile phones are not allowed in the School

Attendance and participation in the full curriculum

All students are expected to attend school every day. Absence is allowed due to sickness/injury or emergency family situations such as funerals. The School day begins with class registration and assembly. Attendance is registered in every lesson and unapproved absences are a disciplinary issue. Students whose attendance falls below 85% will be subject to disciplinary proceedings.

Admission to Sadiq Public School requires students to participate in the full curriculum.



Code of Conduct

1. All parties to all matters relating to Sadiq Public School, i.e. students, parents/ representatives, teachers, administrators and any other must treat the School and each other with respect.
2. Students' personal information is confidential to the School, the student, and the students' parents/ representatives. It is therefore inappropriate for third-parties to make representations to the School on behalf of students and their parents.
3. Information relating to students will be held in a personal file, which will be kept secure by the School.
4. All documents submitted to the School by students or their parents must be authentic, i.e. not falsified or altered in any way, failing which the Admission application will be rejected. If at any time after Admission, documents submitted as part of an Admission application are found to have been falsified or altered in any way, the student's admission will be cancelled and the student will be withdrawn from the School.
5. Students and their parents are expected to be honest, courteous, and respectful in all associations with the School and its staff.
6. Students and their parents agree to behave according to the rules, regulations, and procedures (including the Accounts Policy) in letter and spirit, failing which the Admission may be terminated.
7. Parents accept that the School will take all reasonable measures to ensure students' safety, however the School will not be responsible for any accidents and physical harm or injury caused by student or parent negligence.
8. Parents and students must not engage in negative, critical, or humiliating social media activity relating to the School or any members of the School community including staff and students, failing which the student's admission will be cancelled and the student will be withdrawn from the School. **Students and Parents are not allowed to take photographs or video recordings in School or during School Trips without written the Principal's permission.**
9. Students and their Parents must behave within the letter and the spirit of the laws of Pakistan.
10. Students and their parents who have disputes or disagreements with the School are expected to address these in a private, confidential and timely manner, taken up in the desired manner with

concerned office holders at Sadiq Public School. Both students and parents, in any case, are not desired to engage in public disputes with the School, involving any form of media (such as newspapers and television channels) or internet-based forums, channels, or social media networks. Any violation in this regard will result in the student's admission being cancelled and the student will be withdrawn from the School.

11. Any breach of any aspect of this Code of Conduct (or part thereof) by students or their parents, guardians, or representatives is liable to result in the termination of Admission and immediate withdrawal from the School.



The Sadiq Public School Curriculum

Sadiq Public School's Founder, His Excellency, Sir Sadiq Muhammad Khan Abbasi V (Nawab of Bahawalpur State) established the school to impart high-quality, English-medium, Public-School education to new generations of the Bahawalpur area and other regions.

A Public-School education aims to develop the whole student. The Sadiq Public School curriculum has 5 elements: Discipline, Academics, Sports, Non-sport activities, and Community Service and all students are required to participate in the full curriculum.

Discipline: Discipline simply means doing the right thing at the right time. Sadiq Public School's motto is Do The Right, Fear No Man.

Academics: Students study an academic curriculum that develops literacy and numeracy, building towards university admission qualifications.

Sports: Students play team sports to learn the value of a healthy lifestyle, to trust their team mates and to take

responsibility for their role in the team's efforts and so to be relied on, and they learn sportsmanship.

Non-sport activities: Students have many opportunities to develop skills in a range of non-sports activities including theatre/drama, debating/public speaking, art club, photography, gardening...

Community Service: A Public-School education includes community service because teaching students that helping others whenever possible is a responsibility and an opportunity to make the world a better place. Of what use are excellent academic grades if a student has not learnt to help others?

No one element of the curriculum is more important and a child who grows in all elements receives a whole and complete education. This is what makes the Sadiq Public School education world-class.



The Sadiq Public School Award

The Sadiq Public School Award is the ultimate recognition of educational achievement for any student.

To be awarded the Sadiq Public School Award, students must have demonstrated real learning and development in all five elements of the curriculum, i.e. discipline, academics, sports, clubs & societies, and community service

The Award may be achieved at the Green, Bronze, Silver, and Gold Levels. The Gold Award is presented at Founder's Day.



Curriculum: Discipline - attendance, punctuality, & participation

The Sadiq Public School motto, 'Do the right, fear no man' embodies the essence of discipline – do the right thing at the right time.

All students are expected to attend school every day. Absence is allowed due to sickness/injury or urgent/emergency family situations.

The School day begins with class registration and assembly. Attendance is registered in every lesson and unapproved absences are a disciplinary issue. Students whose attendance falls below 85% will be subject to disciplinary measures.

Punctuality means being in the right place at the right time – not late. As a matter of respect and courtesy to others, there is a strict policy regarding the gate closure time each morning and students are expected to be in class, at assemblies, at sports practices, etc. on time.

Admission to Sadiq Public School requires students to participate in the full curriculum, i.e. to exercise self-discipline and punctuality, to attend and participate fully in academics, sports, and clubs & societies, and to engage with community service in a meaningful way.



Curriculum: Sport

All students are involved in the Sports Curriculum.

The Officer in Charge of Sports is supported by a team of sports coaches and sports support staff so that all students are able to play at least one sport after lessons every day. Coaches teach skills and sportsmanship. Students participate in practice sessions and may be involved in competitive events through inter-House sports competitions or through inter-School Fixtures. Some sports teams participate in local-level competitions/tournaments.

Sports available to Sadiq Public School students include: Athletics, Badminton, Basketball, Cricket, Football, Gymnastics, Hockey, Horse-riding, Lawn Tennis, Squash, Swimming, Volleyball, and Table Tennis.

Students play team sports to learn the value of a healthy lifestyle, to trust their team mates and to take responsibility for their role in the team's efforts and so to be relied on, and they learn sportsmanship.

Sportsmanship means respecting team mates including coaches, support staff, opponents and their coaches and support staff, and the game's officials. Students learn to respect rules.

Through sports, our students learn to win with humility and to lose with grace.



Curriculum: Clubs & Societies

All students are involved in the Clubs & Societies Curriculum.

Students are expected to take advantage of a range of clubs and societies that challenge their abilities and talents.

Clubs offered throughout the School include: The Adventure Club, Theatre/drama, Gardening, The Environmental Action Group, Photography, Debating/Declamations...

In Junior School, students are guided and supported in their clubs and societies but by the time students reach the senior classes, we expect them to initiate and lead new clubs for the benefit of themselves and younger students.



Curriculum: Community Service

All students are involved in the Community Service Curriculum.

A Public-School education includes community service because teaching students that helping others whenever possible is a responsibility and an opportunity to make the world a better place. Of what use are excellent academic grades if a student has not learnt to help others?

The Progressive School is our whole-school community service project. It offers free education, sports, uniforms, books, and stationery for the children of Sadiq Public School's support staff. It currently teaches more than 350 boys and girls from K0 to Class 10.

Sadiq Public School students from K0 to Class 12 are all expected to be actively involved in age-appropriate school-directed community service. While Junior School students are guided in their community service activities, senior students are expected to propose and conduct their own service projects.

Recent service activities have included fund-raising activities to support The Progressive School, visits to the S.O.S. Village in Multan, the boys' orphanage in Bahawalpur, and tree-planting around the Bahawalpur region.

Many opportunities to help others arise and as students reach their senior classes, they are expected to take the initiative and propose community service projects for themselves and their classmates.



Curriculum: Academics

Sadiq Public School offers classes from pre-Kindergarten to Class 12.

Ultimately students are prepared for examination in Matriculation and Intermediate (B.I.S.E.) to Cambridge Assessment International Education (C.A.I.E.), both of which allow students to gain admission to universities in Pakistan and if taking A Levels, to international universities. To maximise admissions opportunities, students who intend studying overseas should study O and A Levels (C.A.I.E.).

Our approach to teaching and learning is based on the knowledge that learning only occurs when cognitive effort is generated to the extent that information is stored as long-term memories that can be readily recalled. We use traditional teaching methods informed by current research in education and pedagogical practices.

We expect students to take responsibility for their own learning, but we understand that this only occurs with support and guidance from caring and experienced teachers. Students use notes-books to create their own learning material and these too are monitored by their teachers.

While mid-year and end-of-year examinations give students an opportunity to practice for external examinations, the primary purpose of these assessments is to inform teachers of students' progress through the syllabus.



Junior School

Classes: K0 to K5 (co-ed. up to K2)

Junior School students participate in the Sadiq Public School's holistic curriculum: Discipline, Sports, Academics, Clubs & Societies, and Community Service.

All students study English Language, Urdu Language, Mathematics, General Science, Pakistan Studies, Islamiat/Arabic, Computer Studies, and Art.

The Junior School's facilities include a Library, Music Room, Computer Room, and multi-purpose Hall.

Lessons are supported by a range of learning-outside-the-classroom activities such as visits to the Bahawalpur Zoo, the Museum, and local farms/factories. Boarders take occasional weekend excursions for example to Lal Suhanra National Park and the Noor Mahal.

Boarders live in Kamal Pasha House (boys) or Farrell House (girls). Both Houses are adjacent to the Junior School campus so the boarding boys and girls walk to school each morning. Both Houses are next to the School Hospital. Boarders have access to the School's sports facilities including a learner's swimming pool. Boarders also enjoy additional weekend and evening lessons guided and supervised by the teaching staff.



Prep Boys' School

Classes: P6 to S1 (Matric Year 1) or C1 (O Level Year 1)

Prep School students participate in the Sadiq Public School's holistic curriculum: Discipline, Sports, Academics, Clubs & Societies, and Community Service.

P6 and P7 students study English Language, Urdu Language, Mathematics, General Science, Pakistan Studies, Islamiat/Arabic, Computer Studies.

In Class 8, students choose to begin studying towards Matriculation (S1) or Cambridge O Levels (C1).

The Matriculation (S1) students study: English Language, Urdu Language, Mathematics, Islamic Studies, Pakistan Studies, Physics, Chemistry, Biology or Computer Studies.

The Cambridge O Level (C1) students study English Language, Urdu Language, Islamic Studies, Pakistan Studies, and Mathematics. Students select 3 more subjects from: Biology, Business Studies, Chemistry, Computer Studies, Economics, Physics, Principles of Accounts.

The Prep School classrooms are adjacent to the Senior Boys' School academic block and Prep students make good use of the Library, IT-Centre, Science Laboratories, and the large multi-purpose Hall.

Lessons are supported by a range of learning-outside-the-classroom activities such as visits to the Bahawalpur Zoo, the Museum, and local farms/factories.

Boarders live in Alamgir House (North) or Alamgir House (South) which are a 5-10 minute walk from the Prep Boys' School classrooms. Boarders take occasional weekend excursions for example to Lal Suhanra National Park.



Girls' School

Classes 6 to 12 (Class 6 to Intermediate /A Level)

Girls' School students participate in the Sadiq Public School's holistic curriculum: Discipline, Sports, Academics, Clubs & societies, and Community service.

Students are regularly selected to represent the School in Sports Fixtures, Tournaments, and All-Pakistan Debating and Declamations contests.

P6 and P7 students study English Language, Urdu Language, Mathematics, General Science, Pakistan Studies, Islamiyat/Arabic, Computer Studies.

In Class 8, students choose to begin studying towards Matriculation (S1-S3) or Cambridge O Levels (C1-C3).

The Matriculation (S1-S3) students study: English Language, Urdu Language, Mathematics, Islamic Studies, Pakistan Studies, Physics, Chemistry, Biology or Computer Studies.

The Cambridge O Level (C1-C3) students study English Language, Urdu Language, Islamic Studies, Pakistan Studies, and Mathematics. Students select 3 more subjects from: Biology, Business Studies, Chemistry, Computer Studies, Economics, Physics, Principles of Accounts. The Girls' School's facilities include a Library, IT-Centre, Science Laboratories, and a multi-purpose Hall.

In Class 10 students choose to study either towards Intermediate (I1-I2) of Cambridge A-Levels (H1-H2)

In H1-H2, students study three subjects, either:

Science Group: Biology, Chemistry, Mathematics, Physics.

Commerce Group: Accounting, Business Studies, Computer Studies, Economics.

Arts Group: Psychology, Sociology, Law.

In I1-I2, students study three subjects, either:

Science Group (Pre-Engineering / Pre-Medical): Urdu, English, Physics, Chemistry, Biology / Mathematics, Pakistan Studies, Islamic Studies

General Science Group: English, Urdu, Islamic Studies, Pakistan Studies, Mathematics, Physics, Computer Studies

Humanities Group: English, Urdu, Computer Studies, Statistics, Economics, Islamic Studies, Pakistan Studies

Lessons are supported by a range of learning-outside-the-classroom activities such as visits to the Bahawalpur Zoo, the Museum, and local farms/factories.

Boarders live in **Farrell** House with its own playing field, spacious garden and in-house medical facility. Boarders take occasional weekend excursions for example to Multan, Bahawalpur Museum & Library, Lal Suhanra National Park and the Noor Mahal.



Senior Boys' School

Classes: 9 to 12 (Class 9 to Intermediate /A Level)

Senior Boys' School students participate in the Sadiq Public School's holistic curriculum: Discipline, Sports, Academics, Clubs & societies, and Community service.

In Class 8, students choose to begin studying towards Matriculation (S1-S3) or Cambridge O Levels (C1-C3).

The Matriculation (S1-S3) students study: English Language, Urdu Language, Mathematics, Islamic Studies, Pakistan Studies, Physics, Chemistry, Biology or Computer Studies.

The Cambridge O Level (C1-C3) students study English Language, Urdu Language, Islamic Studies, Pakistan Studies, and Mathematics. Students select 3 more subjects from: Biology, Business Studies, Chemistry, Computer Studies, Economics, Physics, Principles of Accounts. Facilities include a Library, IT-Centre, Science Laboratories, and a multi-purpose Hall.

In Class 10 students choose to study either towards Intermediate (I1-I2) of Cambridge A-Levels (H1-H2)

In H1-H2, students study three subjects, either:

Science Group: Biology, Chemistry, Mathematics, Physics.

Commerce Group: Accounting, Business Studies, Computer Studies, Economics.

Arts Group: Psychology, Sociology, Law

Science Group (Pre-Engineering / Pre-Medical): Urdu, English, Physics, Chemistry, Biology / Mathematics, Pakistan Studies, Islamic Studies

General Science Group: Urdu, English, Islamic Studies, Pakistan Studies, Mathematics, Physics, Computer Studies,

Humanities Group: English, Urdu, Islamic Studies, Pakistan Studies, Computer Studies, Statistics, Economics

Lessons are supported by a range of learning-outside-the-classroom activities such as visits to the Bahawalpur Zoo, the Museum, and local farms/factories. Boarders take occasional weekend excursions for example to Lal Suhanra National Park, the Noor Mahal and PSL matches in Multan.

Boarders live in Abbas, Mahmud and Salahuddin Houses. The Houses are adjacent to sports fields, swimming pools, the library, mosque, and school hospital and a short walk from the academic block. Boarders enjoy additional weekend and evening lessons guided and supervised by the teaching staff.



Boarding

About 600 boys and girls, from K0 to Class 12 board at Sadiq Public School and therefore enjoy the School's magnificent facilities and services 24 hours per day, 7 days per week.

Waiting lists exist at all class levels for boarding places. Boarders are not permitted to change their status to Day Pupil during the school year.

Boarding houses are managed by a Housemaster or Housemistress who is also a member of the teaching staff. Assistant Housemasters/Housemistresses and House Matrons/Superintendents also supervise and care for boarders. All Houses are regularly visited by the Head of School, Vice-Principal, and Principal as well as the Senior Medical Officer.

Meals are prepared and served in separate boarding houses. Students have access to the school's medical staff and school hospital, Mosque, Post Office, ATM, tailor shops and canteen/convenience store.

Evening Prep (homework/self-study) sessions are supervised by teachers who are, of course, happy to help students with academic issues.

Weekend and evening activities are offered, including excursions to Bahawalpur, Multan, and surrounding places of interest and events.

Separate Handbooks detailing Boarding routines and requirements are available on the School's website for different Houses.



The Progressive School

Located securely within our main campus, The Progressive School provides free education, books & stationery, and uniforms to the sons and daughters of Sadiq Public School's support staff.

There are currently about 350 students attending classes K0 to Class 10 (Matriculation).

The campus facilities include fully-equipped classrooms, washrooms, science laboratory, library and general purpose hall as well as a large garden and playground area.

The Progressive School is completely funded by the staff, students and families of Sadiq Public School through a term-wise levy, students' fund-raising activities and extra-ordinary donations by parents/families.

The Progressive School represents Sadiq Public School community's most significant contribution to the community and is therefore our premier community service project.



School rules, regulations, and procedures

Class profiles	Age as at March 31 st of the year of admission	Maximum age
Junior School		
KO – 1 (Nursery)	3 years and 6 months to 4 years and 6 months	4 years and 6 months
KO – 2 (Kindergarten)	4 years and 6 months to 5 years	5 years
K1 (Class 1)	5-6 years old	6 years
K2 (Class 2)	6-7 years old	7 years
K3 (Class 3)	7-8 years old	9 years
K4 (Class 4)	8-9 years old	10 years
K5 (Class 5)	9-10 years old	11 years
Prep School		
P6 (Class 6)	10-11 years old	13 years
P7 (Class 7)	11-12 years old	14 years
C1/S1 (Class 8, 1 st year of Matriculation / O level)	12-13 years old	15 years
Senior School		
S2 (Class 9, 2 nd year of Matriculation)	13-14 years old	16 years
C2 (Class 9, 2 year of O Level)	13-14 years old	16 years
S3 (Class 10, 3 rd year of Matriculation)	14-15 years old	17 years
C3 (Class 10, 3 rd year of O Level)	14-15 years old	17 years
Senior School		
	Age as at July 31 st of the year of admission	
H1 (Class 11, AS Level)	15-16 years old	18 years
I1 (Class 11, 1 st year of Intermediate)	15-16 years old	18 years
H2 (Class 12, A2 Level)	16-17 years old	20 years
I2 (Class 12, 2 nd year of Intermediate)	16-17 years old	20 years



Admission

- (1) Subject to such guidelines as may be given by the Board of Governors from time to time, all children, who, in the opinion of the Principal are likely to derive benefit from their stay at Sadiq Public School, shall be eligible for admission, subject to an appropriate vacancy.
- (2) Admission refers to the enrolment of new students to Sadiq Public School. All new admissions into the School will be decided as per recommendations of the Admission Committee to the Principal. However, decision of Principal Sadiq Public School will be final and will not be challenged at any forum / court of law.
- (3) Students who are currently enrolled in Sadiq Public School are promoted to the next class according to the Promotion Procedures & Regulations.
- (4) The minimum age for admission is 3 years and 6 months and no child shall be admitted to any class unless he or she can pass an admission test, the standard for which is determined by the Admission Committee and approved by the Principal.
- (5) No student older than 11 years of age will be admitted to the Junior School. No student older than 18 years of age will be admitted to the School. No student older than 20 years of age will be allowed to remain enrolled in the School.
- (6) Evaluation for admission will normally be held in three parts:
 - (a) Written Examination (excluding K0-K2)
 - (b) Interview (of students/ candidates securing 50% or more marks in each subject, however, Principal may make exceptions on the Admission Committee's recommendations).
 - (c) Medical Examinations, overseen by the Senior Medical Officer for boys and Female Doctor for girls.
 - (7) Written examination
 - (a) K3 - C1/S1 (Grade 3-8): English, Mathematics, Urdu
 - (b) S2/S3 (Grade 9,10 Matriculation): English, Mathematics, Urdu
 - (c) C2/C3 (Grade 9,10 O Levels): English, Mathematics, Urdu, Physics, Chemistry, Biology or Computer Science
 - (d) Each examination will be of 25 marks and will last 30 minutes.
 - (e) The Urdu examination may be exempted for overseas applicants
 - (8) Admission examinations are administered and marked under the supervision of the Controller of Admissions and Examinations (CoA&E).
 - (9) Admission shall be granted on the basis of merit, i.e. on the combined result of the written tests and the interview, subject to:
 - (a) Satisfactory medical examination results.
 - (b) Space in boarding houses and classes (maximum class size is 30 students).
 - (c) Submission of a signed Code of Conduct by the parents.
 - (10) Admission to H1/H2 / I1 /I2 (Grade 11-12)
 - (a) Admission to I1, I2, H1, and H2 is based on the results of external examinations and the interview, subject to:



- (10) Submission of a signed Code of Conduct by the parents/ representatives.
- (11) Admission to H1/H2 / I1 /I2 (Grade 11-12)
- (a) Admission to I1, I2, H1, and H2 is based on the results of external examinations and the interview, subject to:
- Satisfactory medical examination results.
 - Space in boarding houses and classes (maximum class size is 30 students).
 - Submission of a signed Code of Conduct by the parents/ representatives.
- (b) Admission to I1 and I2 (Intermediate) requires:
- At least the following examination results:

Group	Matric	O-Level
Pre-Medical: Pre-Engineering	65% aggregate	65% aggregate 8 subjects Pass
General Science: Physics, Mathematics, Computer Science	60% aggregate	60% aggregate 8 Subjects Pass
Economics, Statistics, Computer Science, Statistics, Computer Science	50% aggregate	50% aggregate 8 subjects Pass

- Admission to H1, H2, (A Levels) and I1 & I2, (Intermediate) requires at least the following examination results:
 - Eight subjects, at least 3 As, at least a C grade in the subjects opted for in A Level, or
 - 65% for Pre-Medical / Pre-Engineering as per IBCC equivalence policy, 60% aggregate for Commerce and 50% for Arts subjects.
- (12) The interview will be conducted in English by the Principal, Vice-Principal, respective School Headmaster/ Headmistress, and Controller of Admissions and Examinations. At least one of the child's parents must accompany their son or daughter to the interview. The interview is to assess a child's and his/her parents' suitability to become members of the Sadiq Public School community.

- (13) Admission will not be confirmed until applicants' parents have submitted:
- A written undertaking that they and their son/daughter have read and agreed to Sadiq Public School's Rules and Regulations and any subsequent updates to the Rules and Regulations, and
 - A signed copy of the Code of Conduct.
 - A satisfactory medical clearance issued by the School's Senior Medical Officer.
 - A receipt showing admission fees have been paid.
- (14) Normally no student will be admitted into the final / outgoing classes i.e. S3, C3, I2, & H2, however, subject to availability of vacancies in respective classes, cases of outstanding merit or unusual circumstances may be recommended by the Admissions Committee to the Principal whose decision will be final.
- (15) Age limits for classes are detailed in the Class Profiles.
- (16) Students admitted as Boarders will remain as boarders for the School year in which they were admitted and not be re-designated as Day Pupils.
- (17) Students whose parents are settled abroad / frequently travel abroad (outside Pakistan) will only be considered for admission if a legal representative who is a permanent resident in Pakistan is appointed/ nominated, with appropriate verified documentation submitted.
- (18) Day Pupils will not be admitted unless they reside with at least one parent or legal guardian and remain residing with a parent / legal guardian throughout their enrolment.
- (19) **Suspension of Admission**
- Enrolment of students may be suspended for Hifz-e-Quran for up to 2 years. To rejoin the School: a certificate from Wifaq ul Madaris will be submitted; the student must pass the admission test for the class he/she will join, and 75% of the admission fee will be paid. No holding fee will be charged during the period.**
 - Suspension of admission for other reasons will be at the Principal's discretion.



Attendance & Leave

- (1) The School Year usually begins in April and ends in March.
- (2) The School year is divided into the following three terms:
 - (a) Term 1 (Summer Term) April-June
 - (b) Term 2 (Winter Term) September-December
 - (c) Term 3 (Spring Term) January-March
- (3) The School day's timings, i.e. gate opening and closing times, lesson times, sports time etc. are determined by the Principal.
- (4) General Leave Regulations
 - (a) 'Attendance' means a student is in School for a whole duration of the School day and in a lesson for the whole duration of the lesson.
 - (b) 'Leave' means a student is given School-permission to be absent; i.e. not to attend.
 - (c) 'Actual attendance' means the amount of days or lessons a student is physically present.
 - (d) 'Approved attendance' means the amount of days or lessons that the student has actually attended and the number of days or lessons for which Leave has been approved.
 - (e) Full (i.e. 100%) actual attendance on all school days and in all school lessons is expected.
 - (f) It is understood that from time to time some students may not be able to attend school/lessons. Before or within 7 calendar days after the absence, parents must submit an application for the absence to be recorded as leave. Under normal circumstances, leave requests must be received within 3 days of the absence.
 - (g) The Headmaster/ Headmistress may determine an absence to be approved leave in case of following circumstances:
 - i. Absence due to a medical issue (illness, accident, other) will be approved if a parent's application is accompanied by a medical report from a bona fide medical specialist (and verified by the SMO).
 - ii. Leave due to the funeral of immediate family members, i.e. grandparents, parents, siblings will be approved.
 - iii. Leave due to the marriage of immediate family members, i.e. siblings, will be approved for 2 days plus appropriate traveling time.
 - iv. Other emergencies requiring an absence as decided by the Principal.
 - v. Leave will not normally be granted for ordinary, non-urgent events.
 - vi. Any absence that is not approved by the Headmaster, Headmistress, or Principal will be recorded as unapproved absence.
 - (h) Required minimum actual attendance* for all classes is 85%*.
 - (i) In case of low attendance, i.e. monthly actual school attendance or monthly actual class attendance (for any class) below 85%* (calculated and reported for a calendar month):
 - i. A warning letter is sent to Parents.
 - ii. If a warning letter has already been issued, i.e. in the event of a second month of low attendance, another warning letter is issued.
 - iii. If two warning letters have been issued, i.e. in



the instance of a third month of low attendance in a school year, the student will be withdrawn.

- (j) Students with actual school attendance below 85%* from the beginning of the S1-S3 or C1-C3 class until the last day of their course will not be eligible for promotion to I1 or H1.
- (k) Students with actual school attendance below 85%* from the beginning of the current school year until the end of the month before a school event will not be allowed to participate in that event.
- (l) Absence without a parent's knowledge and permission is a disciplinary matter.
- (m) Unapproved leaves will result in a fine of Rs/- 200 per day of absence.
- (n) Seven consecutive days of uninformed leave **will** result in the student's name being removed from the School roll. Readmission may be applied for.
- (o) Days absent due to suspension for disciplinary reasons are considered approved leave, but are absence with respect to the actual attendance calculation.

**Actual attendance is the actual number of days (or lessons) attended as a percentage of the total possible days (or lessons) of attendance. Actual attendance can be calculated and reported class wise, or for a particular subject, or school-wise, i.e. for the whole school day, for example a student may have an actual attendance percentage for Urdu Language, or an actual attendance percentage for school and because not all subjects occur every day, these two actual attendance percentages will be different for different subjects and different from actual school attendance. Leaves (approved or unapproved) are excluded from actual attendance.*

(5) Boarders Leave Regulations

- (a) No boarder shall leave the campus without his/her Housemaster's/ Housemistress' written permission. A Leave Certificate is prepared in triplicate with one copy given to Security staff at the Gate and one held by the Boarding staff.
- (b) Overnight Leave is available every 1st Saturday of a month (or if there are 2 or more consecutive holidays) if the student is collected by their parents or other pre-authorized (and verified) adult. Students must be back in the boarding house before 7:00PM (summer) 5:00PM (winter).
- (c) School uniform must be worn by all boarders going on leave and when returning.
- (d) Extra-ordinary leave (i.e., any request for leave not covered by other rules/ regulations) may be granted by the Principal or Vice-Principal or respective Headmaster or Headmistress.



Promotion

(1) Promotion will be decided on the following weightage of terminal results:

- 1st Term exam marks (20% weightage)
- December exam marks (20% weightage)
- Annual exam marks (60% weightage)

(2) Junior Section, Prep Section, Senior Section (excluding promotion to I1, H1)

- Students who pass all subjects will be promoted.
- Students who fail in 1-2 subjects may be promoted if they:
 - Pass (i.e, achieve 50% or more) in both English and Mathematics
 - Achieve 40% or greater in all other subjects
 - Art grades are not considered.
 - Have attendance greater than 85%*.
- A student who is not promoted may repeat the class.
- A student who fails twice will be withdrawn.

(3) Senior Section – Promotion to I1

Results in Matriculation

Group	Matric	O-Level
Pre-Medical: Pre-Engineering:	60% aggregate	60% aggregate NB 8 subjects passed required for IBCC equivalence
General Science: Physics, Mathematics, Computer Science	55% aggregate	55% aggregate NB 8 subjects passed required for IBCC equivalence
Commerce: Economics, Statistics, Computer Science Mathematics, Statistics, Computer Science	50% aggregate	50% aggregate NB 8 subjects passed required for IBCC equivalence

*Actual attendance during the S3 year: 85% or greater.

(4) Senior Section - Promotion to H1

(a) Admission to H1 requires at least the following O Level examination results:

Group	O-Level
Pre-Medical: Physics, Chemistry, Biology Pre-Engineering: Physics, Chemistry, Mathematics	60% aggregate NB 8 subjects passed required for IBCC equivalence
Commerce: Economics, Business Studies, Accounting, Computer Science	55% aggregate NB 8 subjects passed required for IBCC equivalence
Arts: Psychology, Sociology, Law, Computer Science	50% aggregate NB 8 subjects passed required for IBCC equivalence

(5) Reserved Seats. Reserved seats for students who have outstanding performance in non-academic aspects of the Sadiq Public School Curriculum

- 5 seats may be made available for Senior Girls and Senior Boys in each of I1 and H1
- 5% points reduction in I1 Commerce Group and H1 Arts Group
- Pass (50% or greater) in all subjects
- Actual attendance during the C3/S3 year: 85%*

*Actual attendance during the C3 year: 85% or greater.



Assessment

- (1) During an academic year, the following assessments will be held:
 - (a) Monthly/periodic in-class tests.
 - (b) 1st Term/ June assessments.
 - (c) December/ mock examination.
 - (d) Annual/ promotion examination.
 - (e) External / Board / Cambridge examinations
- (2) P.T. / Games will discontinue but Games will be optional during internal examinations. However, there will be no P.T./ Games during Board/ Cambridge Examinations.
- (3) Question Papers
 - (a) Question papers will be set by subject teachers as per instructions from Controller of Admissions and Examinations after approval by the Principal.
 - (b) Question papers will be based on the course taught during the term in the case of Term Examination and for Annual/ Promotion Examination from the syllabus covered during the year.
 - (c) Question papers will be set according to the respective Board/ Cambridge pattern.
- (4) Submission of Question Papers
 - (a) Controller of Admissions and Examinations shall appoint Paper Setters from amongst the teachers of a class in rotation for each examination at least 15 days before the examination.
 - (b) Paper Setters will set the paper and hand it over to the Controller of Admissions and Examinations, after getting it signed by the Head of the Department.
- (5) Conduct of Examination
 - (a) Students must be seated in the Examination room 15 minutes before the start of a paper and sit according to the seating plan issued by the Controller of Admissions and Examinations.
 - (b) Students will not bring books or papers with them to the Examination room.
 - (c) Students must bring their own writing material, calculator, geometry-box etc. with them. They are not permitted to borrow these from others during the examination.
 - (d) Students will not leave their seats to take blank answer sheets. They should raise their hand and request the invigilator saying "Paper, please."
 - (e) Students will be allowed to leave the room once they have spent $\frac{3}{4}$ (three-quarter) time in the examination, but not during the last 15 minutes of an examination
 - (f) Any student found using unfair means will face disciplinary procedures.



- (g) Question papers are not to be taken out of the examination room.
- (6) *Section 6 is omitted from the Handbook because it relates to internal / staff procedures.*
- (7) Marking of examination scripts
 - (a) Heads of Department collect answer scripts from Controller of Admissions and Examinations.
 - (b) Scripts are panel-marked under the Head of Departments' guidance/ supervision.
 - (c) Marking must be legible with question marks and total shown on the cover page.
- (8) Examination results
 - (a) Examination results are published promptly by the Controller of Admissions and Examinations.
 - (b) The School reserves the right not to admit a failing student to a public examination.
 - (c) Parents of failing students may apply for private admission to a public examination.
- (9) Cheating / Use of unfair means (refer to withdrawal)
 - (a) If any student is found giving/ obtaining or having given/ obtained unfair assistance whether by copying or in any other way in an examination or if he/she is found in possession of any device, note, or text of any kind which may be of any help in the examination he/ she will be awarded zero in that paper.
 - (b) Any student found cheating/using unfair means in examinations will be subject to

disciplinary proceedings as per Discipline a (1) and c (5) (b).



Discipline

- a. Students (Boarders and Day Pupils) are not expected/ permitted to:
 - (1) Cheat (use unfair means) in assessments/ examinations.
 - (2) Enter the staff residential area or the swimming pool area unsupervised. Day students may only visit boarding houses with the Housemaster's / Housemistress' permission.
 - (3) Keep jewelry, valuables, cash beyond Rs 500, mobile phones, personal music players, tablets, laptop computers, weapons, knives/ daggers or any other harmful objects that can be used as weapons.
 - (4) Keep prescription or non-prescription medicines (boarders must keep medicines with the Superintendent/Matron to be administered as directed by the School Doctor),
 - (5) Wear jewelry, bracelets, rings, lockets in the House/School or use hair gel/dye.
 - (6) Use abusive or threatening language, gestures, or behavior, including physical aggression, e.g. physical fights/ altercations.
 - (7) Engage in bullying, including cyber-bullying in any way towards anyone, including but not limited to staff or their families, or students and their families, including creating or uploading negative, critical, knowingly false, or abusive material on the internet or social media.
 - (8) Use any intoxicant or smoking material of any sort; such as drugs, sheesha, vape etc.
 - (9) Lend or borrow money.
 - (10) Involve themselves in political, parochial or sectarian activities.
 - (11) Leave School without the Principal's or respective Headmaster's/ Headmistress' permission,
 - (12) Operate any remote aerial or surveillance devices such as model planes, helicopters, balloons, or drone cameras without prior permission of Principal.
 - (13) Drive motorcycles, cars, or any other motor vehicle to, in, on, or from the school campus.
 - (14) Keep motorcycles, cars, or any other motor vehicle on the school campus.
- b. Boarders must not:
 - (1) Keep electronic/ electrical appliances, valuables, casual clothing, jewellery or cosmetics, non-uniform clothing (girls may bring 1-2 coloured dresses for events/ parties). House staff may check boarders' belongings from time to time.
 - (2) Misuse televisions, i.e. they may only watch television programmes and independent media such as DVDs with the Housemistress'/ Housemaster's permission, and only on the days prescribed in the School orders or on weekends / Holidays,
- c. Consequences of Misbehaviour

Consequences resulting from a student not conforming to school rules/ regulations/ procedures or breaching the code of conduct are determined on the basis of misbehaviour and previous behaviour. Note that consequences of misbehaviour are not considered punishments. Consequences are applied to help students reflect on their behaviour and to make better decisions relating to future behaviour.

 - (1) Consequences may include any or all of the following (in no particular order or hierarchy):
 - (a) Counselling and warning
 - (b) Monetary fine
 - (c) Community Service i.e. Sunday morning (9:00AM-12 Noon) e.g. tree-planting, gardening, tidying school gardens/ lawns/ fields
 - (d) Confiscation (temporary)
 - (e) Repair or replacement of damaged School property
 - (f) Suspension with final warning
 - (g) Withdrawal
 - (2) As a guide (not binding, because circumstances and contexts and students vary from case to case), the following misdemeanours may result in (1) a warning letter being sent to parents and kept on a student's permanent record, (2) community service e.g. gardening, tidying school gardens/lawns/fields, and/or (3) a minor fine:
 - (a) Incorrect turn-out/uniform.
 - (b) Untidiness of a boarder's bed/cupboard/area.
 - (c) Not obeying a reasonable request/instruction by a Prefect or House staff member.
 - (d) Not observing lights-out.
 - (e) Leaving a boarding house late (or not at all) during a school day.
 - (f) Playing music-player in the School or Boarding House.
 - (g) Being out of bounds.
 - (h) Malingering or feigning/faking sickness/injury.
 - (i) Late or absent to or from extra drill.



- (j) Late or improperly dressed in Dining Hall or Prep room.
- (k) Any other similar misbehaviour considered by the Principal to be serious/ significant.
- (3) As a guide (not binding, because circumstances and contexts and students vary from case to case), the following misdemeanours are likely to result in (1) a warning letter being sent to parents and kept on a student's permanent record, (2) a significant fine, a (3) Sunday morning community service e.g. gardening, tidying school gardens/lawns/fields, (4) confiscation:
 - (a) Receiving any person without prior permission of the House staff.
 - (b) Overstaying vacations / breaks / leave.
 - (c) Disorderly behavior.
 - (d) Poor performance in House inspection.
 - (e) Keeping items that are not permitted.
 - (f) Visiting another House without appropriate permission.
 - (g) Offering transport to other students.
 - (h) Any other similar misbehavior considered by the Principal to be serious/ significant
- (4) As a guide (not binding, because circumstances and contexts and students vary from case to case), the following misdemeanours are likely to result in (1) a warning letter being sent to parents and kept on a student's permanent record, (2) a significant fine, (3) a Sunday morning community service e.g. gardening, tidying school gardens/lawns/fields, (4) replacement or repair of a damaged item by the offender or payment of its current market/replacement price:
 - (a) Damaging or defacing any School property or the property of another person including but not limited to other students and School staff,
 - (b) Mis-using social media or websites in a threatening, abusive, humiliating, or knowingly false manner that brings the School into disrepute or significantly harms or slanders another person.
 - (c) Any other similar misbehavior considered by the Principal to be serious/ significant
- (5) As a guide (not binding, because circumstances and contexts and students vary from case to case), the following misdemeanours are likely to result in (1) a warning letter being sent to parents and kept on a student's permanent record, (2) a significant fine, (3) a Sunday morning community service e.g. gardening, tidying school gardens/lawns/fields, and/or (5) suspension or withdrawal from the School: any or all of
 - (a) Repeated failure in House inspections.
 - (b) Engaging in cheating/use of unfair means in examinations.
 - (c) Theft.
 - (d) Involvement in immoral activities.
 - (e) Bullying/ physically aggressive behaviour (includes cyber-bullying), disorderly behaviour inside or outside the School Campus, such as physical assault or verbal abuse.
 - (f) Threatening or disrespectful behaviour towards School staff including but not limited to

- teachers, management, support and security staff.
- (g) Keeping any intoxicants, drugs, tobacco products, weapons/fire-arms within the School Campus.
 - (h) Gambling.
 - (i) Wilfully avoiding any assessment/examination.
 - (j) Seven days continuous absence from School without approved leave.
 - (k) Repeated absence from P.T. classes or games.
 - (l) Disobedience of reasonable/lawful instructions issued by a School staff.
 - (m) Engaging in political, parochial, or sectarian activities.
 - (n) Failure to clear School fees/ dues within seven days after the reopening of School,
 - (o) Leaving the School campus without appropriate permission,
 - (p) Entering the residential area or the swimming pool without staff supervision
 - (q) Wilful/ deliberate damage to School property or the property of another person including but not limited to other students and School staff.
 - (r) Keeping prohibited written or electronic media, visiting prohibited internet addresses/ web pages.
 - (s) Driving motorcycles, cars or any other motor vehicle to/ in/ on or from the school campus.
 - (t) Keeping motorcycles, cars, or any other motor vehicle on the school campus.
 - (u) Submitting forged/ falsified documents.
 - (v) Repeated misbehavior.
 - (w) Breaking/ violating any law of the Islamic Republic of Pakistan.
 - (x) Any other similar misbehavior considered by the Principal to be serious/ significant.
- (6) Note that no student who has been withdrawn will be readmitted.
- (7) As a guide (not binding, because circumstances and contexts and students vary from case to case), consequences for Appointment Holders, e.g. Prefects, for misbehavior will be as for other students, i.e. no favours or special treatment given. Appointment Holders may be relieved of their appointment for:
- (a) Misuse of authority, including bullying (which includes cyber-bullying),
 - (b) Negligence of duties,
 - (c) Actual attendance less than 85%
 - (d) Poor academic performance (failing in 2 subjects or more), or
 - (e) General misconduct.
- d. Rules for Boarding Houses
- (1) Boarding House Rules/ Expectations
- (a) Students wear School Uniform at breakfast and lunch on all working days and evening dress at Dinner on working days and at Breakfast and Lunch on Holidays.
 - (b) Students will enter and leave the Dining Hall in an orderly manner.
 - (c) No one will start eating until "Bismillah" has been said and leave his seat at the end of the



- meal until "Alhamdulillah" has been pronounced.
- (d) The Dining Hall is out of bounds except at meal times unless permission is given by Housemasters/ Housemistresses.
- (e) Boarders may watch television subject to Housemistresses/ Housemasters' direction.
- (f) Students will be allowed to watch only those programmes which are duly approved by Housemaster/ Housemistress and without disturbing others.
- (g) Unofficial or private DVDs, films will not be shown unless approved by the Housemasters/ Housemistresses.
- (2) Visiting Hours / Timings. Parents may visit their sons / daughters only on Sundays/ Holidays as per following timings:
- (a) Summer (April-September)
9:00A.M. to 6:00P.M.
- (b) Winter (October-March)
9:00A.M. to 4:00P.M.
- (3) Attendance/ Leave/ Punctuality
- (a) Students are expected to attend every day of school including days in which there are no lessons for example Sports Fixture days, Founder's Day, etc.
- (b) Attendance is recorded every day, in every lesson and at every school activity.
- (c) Although teachers and coaches are available and willing to assist students to catch up, missed lessons and practices cannot be repeated.
- (d) Parents are required to inform the School in writing of student absences with appropriate documentary evidence such as air tickets, medical certificates etc. to verify the reason for a student's absence.
- (e) Late arrival to School (after the Gates are closed) is not permitted.
- (f) Students who do not return as per approved leave or who return late from vacations or holidays may be fined and students who repeat such behaviour may be withdrawn.
- (g) A Leave Certificate will be prepared in triplicate by Boarding House staff. One copy will be kept in the House, the second copy will be deposited with Security staff at the front gate and the third copy will be carried by the student and will be deposited at the gate when returning to school. No Boarder shall leave the School campus without the permission of his/her Housemaster/ Housemistress.
- (h) Leave for two days plus travelling time will be granted by the Principal for the marriage of real brother or sister of the student or either parent.
- (i) Leave of any ordinary nature will not be granted on weekdays without the Principal's approval.
- (j) Leave may normally be given by the Boarding Housemaster/ Housemistress on the 1st Saturday of a month or if there are two or more consecutive holidays, may be granted only if they are collected by their parents or other authorised adults.
- (k) School Uniform must be worn by all boarders traveling on leave, ie from and returning to School.
- (l) Any other leave will only be granted by the Principal.
- (4) Health issues
- (a) During School time Students must have written permission signed by Headmaster/ Headmistress to attend the School Hospital.
- (b) Boarders must have written permission signed by the Housemaster/ Housemistress/ House Superintendent/ Matron to attend the Hospital.
- (c) Emergencies will be attended to by the Hospital at any time without written permission.
- (5) Telephones
- (a) Day Pupils are not permitted to bring mobile phones to School.
- (b) Boarders who bring a mobile phone to School must give it to their Housemaster/ Housemistress.
- (c) On Sundays, Senior boy boarders may use a mobile phone, after breakfast and before Maghrib Prayers; at other times the mobile phone must be kept securely by the Housemaster.
- (d) Day Pupils and Boarders may make or receive telephone calls through the School Exchange. On weekends, Boarders can make calls at their convenience.
- (6) The journey between home and school
- (a) Parents must ensure safe and legal conveyance of their sons/daughters to and from school.
- (b) School uniform must be worn by students traveling to and from School and the School identification card must be carried and shown when entering and leaving School.
- (c) Day Pupils wanting to drive or ride a motor vehicle or motorbike must have the Principal's written permission before doing so. Permission will not be given to students who do not have a driver's licence or who have a poor behaviour record.
- (d) If required and if possible, Boarding House staff may arrange a boarder's travel by rail/ road/ air at parents' written request to the Principal in reasonable time.

- (e) Parents sending students by air may request Housemasters/ Housemistresses by email or fax at least 48 hours in advance if pick up is required. Air travel must be arranged so that students can arrive in Bahawalpur between 6:00AM-7:00PM (Summer) or 7:00AM-6:00PM (Winter).
- (f) Arrival after Maghrib requires the Headmistress'/Headmasters' permission.
- (g) Girl boarders traveling by air may carry a mobile phone to communicate with Parents or the Housemistress but the mobile phone must be given to the Housemistress on arrival at School.
- (h) Day Pupils may request transport to and from school on a School Bus by application to the OIC Transport. Students may also travel to school by rickshaw (and be dropped at the school gate) or by private car which, if issued with a sticker, may drop the student at the allotted space on campus. Car stickers may be obtained from the School Office. Drivers must obey all instructions issued by School security staff and must drive slowly and carefully while in the school grounds.
- Out of Bound Areas.
The following areas are strictly OUT OF BOUNDS for all students:
- Outside the school campus boundary wall/fence during school time.
 - The swimming pool (without appropriate supervision).
 - School shops except at prescribed times.
 - Staff residential area (except with special permission from concerned Housemaster / Housemistress, Headmaster, Headmistress).
 - Boarding House Dining Hall except at meal times.
 - Boarding House Kitchens.
 - Staff Bungalows, quarters, driveways, and roads connecting them.
 - Rooftops.
 - All main switch boards and fuse boxes.
 - Hospital wards unless with permission.
 - Girls' Boarding House / Girls School Campus is strictly out of bounds for all Boys without permission by the concerned Housemaster / Housemistress / Headmaster / Headmistress etc. or any member of the School Faculty / Administration.
 - Similarly, Girls are not permitted to visit Boys' Boarding Houses or School Campus without permission by concerned Housemaster / Housemistress / Headmaster / Headmistress etc. or any member of School Faculty / Administration.
 - Other facilities such as the amphitheatre, library, IT Centre, squash courts etc. other than prescribed/permitted timings/without permission.



Uniform

- a. Students must wear only the following clothing in the Boarding House or School/ at School events:
- (1) School Uniform
 - (2) P.T./ Games Dress
 - (3) Evening Dress
- b. Details of uniforms:

Prep and Senior School	
Winter	
Boys	Girls
<ul style="list-style-type: none"> • Grey trousers (Worsted Lawrencepur cloth) • White shirt, full sleeves • Sleeveless vest • School belt • School necktie • Gray sweater/ pullover • School blazer (serge Lawrencepur cloth) with school monogram/ pocket • Identification tag • Black Socks • Black lace-up shoes with toe, Oxford style supplied by Servis Shoe Company (with black laces tied correctly) 	<ul style="list-style-type: none"> • White Qameez: (closed collar & shoulder flaps (knee length) • White Shalwar (Painchas 14 inches minimum) • School Scarf • School blazer (serge Lawrencepur cloth) with school monogram/ pocket • Identification tag • White Socks • Gray sweater/ pullover • Black Shoes
P.T. / Games Dress	
<ul style="list-style-type: none"> • Track suit • White socks/ House colour socks • White joggers/ P.T. shoes 	<ul style="list-style-type: none"> • Tracksuit • White socks • White joggers/ P.T. shoes
Evening Dress	
<ul style="list-style-type: none"> • White Shalwar Qameez • Black lace-up shoes • Black waistcoat/School blazer • Grey sweater/pullover • Jinnah cap in Masjid 	<ul style="list-style-type: none"> • Sky blue Shalwar Qameez • Royal blue shawl • Grey sweater/pullover • Black pumps/casual footwear
Summer	
Boys	Girls
<ul style="list-style-type: none"> • Khaki trousers • White shirt (half or full sleeves) • Sleeveless Vest • School Belt • Identification Tag • Black Socks • Black lace-up shoes with toe, Oxford style supplied by Servis Shoe Company 	<ul style="list-style-type: none"> • White Qameez (closed collar & shoulder flaps (knee length) • White Shalwar (painchaas 14 inches minimum) • Blue sash (with School Monogram) • White V-sash • Identification tag • White socks

(with black laces tied correctly)	<ul style="list-style-type: none"> • Black shoes
P.T. / Games Dress	
<ul style="list-style-type: none"> • House colour shirt • Blue shorts • White socks • White Jogger/P.T. shoes 	<ul style="list-style-type: none"> • Tracksuit • White socks • White joggers/ P.T. shoes
Evening Dress	
<ul style="list-style-type: none"> • White Shalwar Qameez • Black lace-up shoes • Jinnah cap in Masjid 	<ul style="list-style-type: none"> • Sky blue shalwar kameez • Royal blue dupatta • Black slip-on/casual footwear

Junior School	
Winter	
Boys	Girls
Uniform	
<ul style="list-style-type: none"> • Grey shorts (Worsted Lawrencepur cloth) • White shirt, full sleeves • School blazer (serge Lawrencepur cloth) with school monogram/pocket • Sleeveless vest • School belt • Gray sweater/pullover • Identification tag • Gray Socks • Black lace-up shoes 	<ul style="list-style-type: none"> • White full-sleeved A-line shirt with a pocket and baby collar • White Shalwar • School Scarf • School blazer (serge Lawrencepur cloth) with school badge • Gray Sweater/Pull over • Identification tag • White Socks • Black Shoes
P.T. / Games Dress	
<ul style="list-style-type: none"> • Track suit • White socks • White jogger/P.T. shoes 	<ul style="list-style-type: none"> • Tracksuit/ White Shalwar Qameez with House T-Shirt • White socks • White joggers/P.T. shoes
Evening Dress	
<ul style="list-style-type: none"> • White Shalwar Qameez • Grey Sweater/Pull over • Black lace-up shoes/sandals 	<ul style="list-style-type: none"> • Sky Blue Shalwar Qameez • Royal Blue Shawl • Grey Sweater/Pull over • Black pumps/ sandals
Summer	
Uniform	
<ul style="list-style-type: none"> • Khaki shorts • White shirt (half or full sleeve) • Sleeveless vest 	<ul style="list-style-type: none"> • White full-sleeved A-line shirt with a pocket and baby collar • White Shalwar

<ul style="list-style-type: none"> • School belt • Identification tag • Khaki socks • Black lace-up shoes 	<ul style="list-style-type: none"> • School Scarf • School blazer (serge Lawrencepur cloth) with school badge • Gray Sweater/Pull over • Identification tag • White Socks • Black Shoes
P.T./Games Dress	
<ul style="list-style-type: none"> • House colour shirt • Blue shorts • White socks • White joggers/ P.T. shoes 	<ul style="list-style-type: none"> • White Shalwar Qameez with House T-Shirt • White socks • White joggers/P.T. shoes
Evening Dress	
<ul style="list-style-type: none"> • White Shalwar Qameez • Black lace-up shoes/ sandals 	<ul style="list-style-type: none"> • Sky blue Shalwar Qameez • Royal Blue Dupatta • Black pumps/ sandals



Miscellaneous

- a. Accidents

The School will take all reasonable measures to ensure students' safety, however, the School will not be responsible for any accidents and physical harm or injury caused by the student or parent's negligence.
- b. Motor vehicles
 - (1) Students are not permitted to operate or keep on campus any motor vehicle without written permission from the Principal.
 - (2) The Principal may give written permission to a student to operate or keep on campus a motor vehicle.
 - (3) Applications will be considered on a case-by-case basis.
 - (4) Applications to operate or keep on campus a motor vehicle must be submitted in writing to the Principal and must include:
 - i. (a) original driver's licence (which will be copied and returned to the student),
 - ii. (b) both parents' written consent,
 - iii. (c) registration number of the vehicle, and
 - iv. (d) the detailed reason why the student cannot make use of any other form of transport, including the School-provided bus service.
- c. Educational Field Trips and Non-educational Excursions
 - (1) Definitions

An Educational Field Trip is any off-campus, school-organised event, the primary purpose of which is educational. An Excursion is any off-campus, school-organised event, the primary purpose of which is non-educational. In general, Educational Field Trips fulfill curriculum requirements and attendance/ participation is considered compulsory, while attendance/ participation is not considered compulsory for Excursions.
 - (2) Procedure
 - (a) Educational Field Trips and Excursions are proposed by school staff to Heads of Sections and approved by the Principal.
 - (b) The rationale (reason) for trips is presented along with a timetable/ schedule/ itinerary and budget, proposed staffing/ supervision, security/ safety/ healthcare arrangements, and any other relevant details.
 - (c) Written consent for Day Pupils is provided by their parents at least 48 hours before leaving the campus. Written consent for Boarders is given by their Housemaster/ Housemistress.
- (d) Supervising staff of field trips and excursions maintain appropriate communication with the relevant Head of Section throughout the event.
- d. School Leaving and Character Certificates
 - (1) A student who leaves the School during the academic year will be issued a School Leaving Certificate only; no other Appreciation or Commendatory Certificate will be issued
 - (2) All Appreciation, Commendatory, or Merit Certificates are to be awarded to the students as and when decided/required by the School for specific events/achievements.
 - (3) School Leaving Certificates or any other related Certificates will be issued to students of outgoing classes only after they have obtained clearance from the Accounts Office.
- e. Prefects
 - (1) Written applications will be invited from H1/ I1 students, and submitted to the respective Headmaster or Headmistress.
 - (2) Applications will not be accepted from students who have actual attendance of less than 85% (on the last day of applications).
 - (3) Teachers who are parents/relatives of students applying for Prefect positions are excluded from the Prefect selection process.
 - (4) It is absolutely not acceptable for people outside the appointment committee to encourage the appointment committee to appoint an applicant; such behaviour is likely to render an applicant ineligible.
 - (5) Responsibilities
 - (a) The principal role of Prefects is to be role models for other students.
 - (b) The secondary role is to assist in maintaining order during the School day and events.
 - (c) To see that the students return promptly to their respective classes after Morning Assembly and after each interval.
 - (d) To ensure students attend Morning P.T. and Drill if necessary.
 - (e) To carry out such other duties assigned to them by their Housemasters / Housemistresses.
 - (f) To remain in close touch with their Housemasters / Housemistresses and seek their guidance in all House matters and to keep them informed of general House issues, concerns, behaviour etc.

- (g) To help the House staff manage co-curricular and extra-curricular activities,
 - (h) To perform duties in boarding houses as per rules and Housemasters'/Housemistress' instructions.
- (6) Code of Conduct: Prefects should
- (a) Demonstrate/model the expected behaviour of all other students
 - (b) Be proactive in managing other students,
 - (c) Correct misbehaving students verbally and if a student repeatedly misbehaves refer the matter to a staff member.
- (7) Suspension/ Removal from Prefect position.
The Principal may suspend or cancel a Prefect's, Head Boy/Girl's, Deputy Head Boy/Girl's appointment if the student:
- (a) Does not carry out duties/ instructions given to them by the School Administration/ Housemaster / Housemistress.
 - (b) Gives corporal punishment or uses abusive or demeaning language.
 - (c) Facilitates another student to go out of School Campus.
 - (d) Engages in inappropriate behaviour including, but not limited to, breaking school rules.
 - (e) Does not maintain 85%* monthly actual attendance.



Fees

a. Payment of School Fees/ Dues

- (1) The scale of fees shall be fixed from time to time by the Board of Governors.
- (2) At the time of admission, the School shall charge:
 - (a) Admission Fee
 - (b) Security deposit (Refundable)
 - (c) School Development Fund
- (3) Fee/ Dues will be charged on a termly basis and Parents must clear all School fees/ dues before the beginning of every academic term.
- (4) The School fees/ dues shall be paid in full either through cash or as intimated by the Accounts Officer (in case of any change) through pay order/ demand draft/ online account.
- (5) In case of online transfer, it is the depositor's responsibility to submit a photo-copy of the online slip to the Accounts Officer clearly detailing the student's name for verification.
- (6) After admission and the payment of fees/ dues, no refund is given in general, except for withdrawn cases for which the fee will be charged only for the period of study / stay at the School.
- (7) The following miscellaneous expenses may be charged:
 - (a) Uniform and P.T./ Sports kit, shoes/ footwear, books/ stationery.
 - (b) Medical treatment (inside and outside the School Hospital).
 - (c) Boarder's Pocket Money and travel expenses.
 - (d) Payment sought through Vouchers duly signed by parents/guardians.
 - (e) B.I.S.E. Bahawalpur registration and examination fees and C.A.I.E. fees.
 - (f) Any other miscellaneous charges as determined by the Principal.

b. Overdue Accounts

- (1) An account that has not been settled in full by the due date (i.e. the day before the school term begins) is considered an Overdue Account.
- (2) Boarders' accounts must be settled before the student is admitted to the boarding house.
- (3) Day pupils' accounts must be settled before they come to school on the first day of term.

- (4) The Accounts Officer will distribute a list of all Overdue Accounts to all Boarding Housemasters/ Housemistresses, Headmasters/ Headmistresses, Vice-Principal and the Principal, identifying siblings, if any.
- (5) For an account overdue for 7 working days:
 - (a) A telephone call will be made/attempted by the Accounts Department, followed by a reminder letter to the parents (by courier) indicating the account has not been settled as per the Admission Agreement signed by all parents at the time of admission.
 - (b) An administration fee is charged on the day after the account becomes overdue.
 - (c) Overdue accounts incur the penalty of KIBOR + 3% on the overdue balance.
 - (6) Accounts overdue by more than one month will result in the suspension of the School's service to parents (i.e. the student may not come to school).
 - (7) In exceptional circumstances, parents may submit an application to the Principal, clearly mentioning the circumstances of late payment, for which Principal's decision will be final and cannot be challenged. In such cases, the Principal shall clearly endorse last day of submission of dues on the application, which will be clearly intimated to the parents and accordingly complied with. For such cases, post-dated cheques must be submitted and KIBOR + 3% will be charged on all unsettled balances.
 - (8) While an account remains unsettled:
 - (a) All staff including Housemasters, Housemistresses, Headmasters, Headmistresses will refer all inquiries on all matters by parents to the Principal.
 - (b) No disbursements will be charged to the account, e.g. exam fees, pocket money
 - (c) No further children of the parent will be admitted to the school and applications will not be accepted.
 - (d) Students and their parents will not be allowed to participate in School events.
 - (e) Students will not receive examination entries nor receive leaving certificates.
 - (9) Accounts that remain overdue after one term will result in debt-recovery proceedings.

Complaints Policy and Procedure

Rationale

It is important that the concerns of students, staff, parents, and members of the Sadiq Public School community are recognised and resolved in a fair, professional, and consistent manner, preserving the dignity of all parties.

Concerns

- a. If parents or students have a concern about a school matter they should firstly discuss it with the relevant member of staff, e.g. Teacher, Sports Coach, Boarding House staff member, etc., either in writing or by a meeting in School and during a suitable school time, e.g. after lessons.
- b. Parents and Teachers must not communicate by Whatsapp or by other unreliable means. Face to face or secure email / written communication is usually preferable, but Parents must appreciate that Teachers and Staff member have many students and many demands on their time, i.e. communications should be brief, to the point with an aim/ goal to resolve issues or concerns early, before they become major problems.

- c. The staff member will make a genuine effort to resolve all reasonable concerns and complaints in a timely manner.
- d. If the response provided by the staff member does not fully address the parents'/student's concerns, they may wish to meet with the staff member again, or take the matter to the relevant/appropriate Head of School.
- e. While formal procedures are available as a last resort, every effort should be made by all concerned to resolve the matter informally and amicably.
- f. If the matter remains unresolved, parents/students may communicate the issue in writing to the Vice Principal or Principal.





Complaints

- a. Anyone with a concern is encouraged to discuss the matter with the person involved as soon as possible to prevent issues escalating to the stage of a complaint.
- b. Complaints must be submitted in writing within a reasonable time period of an incident or concern.
- c. Anonymous, trivial, and vexatious complaints will not be considered.
- d. All complaints against a student or a staff member (Teacher, Sports staff, Boarding staff, Support staff etc.) shall be referred in the first instance to the appropriate Head of School or Adjutant/Head of Security or to the Principal who will refer it to the relevant Section Head.
- e. The complaint should include as many relevant details as possible, including details of efforts already made to resolve the issue and the complainant's desired outcome.
- f. All complaints will be treated in confidence, however any subject of a complaint must be informed of the details of the complaint and be given every opportunity to address the complaint.
- g. The subject of any complaint will be treated fairly and professionally, including being presumed innocent until proven guilty beyond all reasonable doubt.
- h. The subject of any complaint will be invited to respond within a reasonable time period.
- i. For any complaint not relating to a student or a staff member, the Principal or relevant Competent Authority will contact the person who has submitted it to discuss further action.
- j. In the case of allegations which have disciplinary implications, the Competent Authority should convene a Disciplinary Committee to investigate and report only on the substance of the complaint.
- k. The committee should report in writing to the Competent Authority detailing all parties consulted and the content of any written submissions.
- l. The committee may offer a recommendation to the Competent Authority.
- m. All business concerning the complaint and action resulting from it will be held "in committee" and recorded as such.
- n. Any member of the Disciplinary Committee who is personally involved in the complaint shall not be a member of any committee of inquiry.
- o. The Competent Authority will respond in writing to the complainant detailing actions taken and outcomes achieved.

School Telephone Directory

Tel. 2877692, 2877693, 2877694, 2883220, 2887792

Mob. 03008688392, 03018682393

principal@sps.edu.pk

fax 062-2880229

www.SadiqPublicSchool.com

NAME/DESIGNATION	OFF	RES	NAME/DESIGNATION	OFF	RES
Principal	301		Books & St/ Science Staff Room	345	-
Vice Principal	303		Dr. Nadia Anwer	-	346
Hd.M. Senior Section	305		Examination Branch	347	-
Hd.M. Girls Section	307		Mahmud House	348	-
Hd.M. Prep Section	309		H.M. Mahmud House	349	350
Hd.M. Junior Section	311				
Accounts Officer	313		Guest House #46	352	-
Estate Officer	315				
School Hospital R.M.O. /M.O.	317	318	School Gate No. 5	354	-
Adjutant	319			-	
Jr. School Clerk Office	321		Sadiq Progressive School	358	-
Abbas House	322			-	
H.M Abbas House	323	324	I.T. Centre	360	-
A.G.House (S)	325	-		-	
H.M A.G. House (S)	355	356	Electricity Junction	362	-
A.G. House (N)					
H.M A.G. House (N)	326	327	School Gate No. 1	363	-
Guest House	328	-	School Gate No. 1	364	-
Guest House Farrell House	329	-		-	
Guest House # (01)	330	-	School Gate No. 6	366	-
Guest House # (02)	331	-	Main Store	367	-
Guest House # (03)	332	-	Library	368	-
Guest House # (04)	333	-	Pavilion /CR	369	-
K.P. House	334	-		-	
H.M. K.P. House	335	336		-	
S.D. House	337				
H.M. S.D House	338	339	Mess Supervisor	373	
S.D. House (Gate)	340		School Gate No. 4	375	
Principal House Gate	341		Girls' Section Clerk	376	
Mrs. Samina Ijaz	343	343			



How to achieve academic success at Sadiq Public School

Our approach to teaching and learning is based on the knowledge that learning only occurs when cognitive effort is generated to the extent that information is made into a long-term memory that can be readily recalled. We use traditional teaching methods informed by current research in education and pedagogical practices.

The Sadiq Public School approach is based on:

1. Teachers impart knowledge and skills using a variety of media – talking/lecturing, written notes and diagrams on a whiteboard, demonstrations, initiating practical activities for students to experience what is being learnt.
2. All lessons are taught on the assumption that as the course unfolds, students are creating their own class notes.
3. Students use one standard textbook for each subject; the book recommended by the School. Students possess and use one lined or gridded copy book per subject, into which class notes are created. (Thinner books with less pages are preferable, to minimise the weight being carried from lesson to lesson. If students require, additional copy books should be used – but always a separate book for separate subjects.
4. A student's class notes are created from a combination of teacher-guided media and student-created media.
5. The class notes should replicate/mirror the course outline and the textbook chapter headings so that students can clearly see that their class notes match the course and the examination.
6. Teachers will show students how to use note-taking/making techniques such as underlining, using different colours, diagrams, lists, boxes, etc.
7. In general, the first half of the copy book is for class notes and the second half, indicated with some form of marker is for practice activities, e.g. homework tasks, the questions at the end of a textbook chapter, etc.
8. Students MUST keep a complete and neatly presented set of class notes. If a student misses a lesson, it is his/her responsibility to add in missed work. This may be done by copying another student's copy book.
9. Frequently, teachers will check students' copy books for completion, neatness, accuracy, etc., and to write personalised / individualised feedback to students.
10. Occasional paper handouts may be trimmed and pasted neatly into a copy book, but this should be kept to a minimum because the act of writing/drawing the class notes into the copy book is the student's first step in learning the material being taught by the teacher. Pasting handouts into copy books teaches students how to use a glue stick and scissors; it does not teach a student anything about the material on the handout.

Writing class notes is the basis of our teaching and learning – but of course this is supported by other experiences such as demonstrations, practical activities, etc.

Examination preparation

In the weeks before examinations, students would typically use the class notes and text book to create a set of study notes by re-writing, often in short-hand/note form, using diagrams and mnemonics etc. Doing this reinforces and consolidates the student's class notes. Students would also complete the questions at the end of each chapter on their own. They would attend lessons and, under the teacher's supervision, complete individual exam questions from past papers, in such a way that the teacher 'unpacks' a question, clarifies the demands of the question, and students and teacher collectively create 'perfect' exam answers – all of which models how a student would take an examination, i.e. read the question, unpack the requirements of the question, clarify key terms/vocabulary in the question, pause, think, plan an answer, and then write an answer.

Public Schools understand that there is more to an education than just academics and examination results.

Sadiq Public School students learn a broad curriculum. The only way to fail is not to participate.

All Sadiq Public School students are required to participate in academics, sports, clubs & societies and community service. The core element of Sadiq Public School's curriculum is discipline: attendance, punctuality, and positive behavior.



