

Sadiq Public School

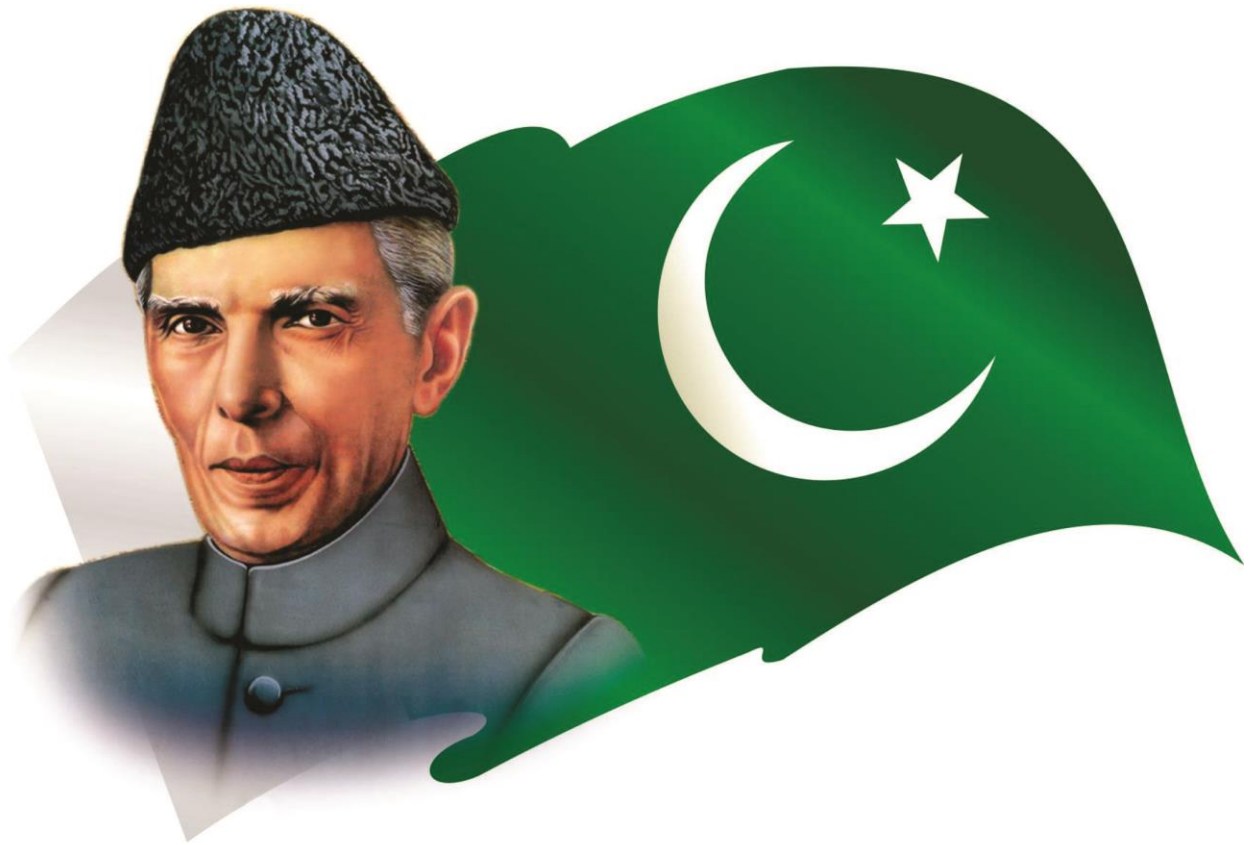


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Kamal Pasha House
Junior Boys' Boarding Handbook
2021-2022





You must concentrate on gaining knowledge and education. It is your foremost responsibility. Political awareness of the era is also part of your education. You must be aware of international Events. Education is a matter of life and death for our country.
(Father of the Nation)

The Founder



His Excellency, Sir Sadiq Muhammad Khan Abbasi V (Nawab of Bahawalpur State) laid the foundation stone of this sacred 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: Salahuddin House for Girls, Kamal Pasha East and West Houses for Junior School boys, Alamgir North and Alamgir South Houses for Prep boys, and Mahmud and Abbas 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.

Motto: Learning is Light

Kamal Pasha House is a boarding house for the boys of K0-K5. It is adjacent to the Junior School Campus, so the boys walk to and from school and have easy access to school facilities such as the library in the weekends.

Kamal Pasha House is managed by a Housemistress and 6 Assistant Housemistresses, all of whom are members of the teaching staff. There are house matrons who supervise and care for boarders day and night. House bearers manage the clothing, bedding, bathing, etc. of all boarders. Kitchen staff prepare the meals and manage the kitchen and dining room facilities.



Facilities:

- A secure boarding house within a separate, self-contained compound adjacent to the Junior School and just a few metres from the School Hospital.
- Playgrounds within the boarding house facility.
- Prayer area.
- Air conditioned dining room, prep. rooms and television rooms.
- Large and spacious air conditioned dormitories.



Regular School day's itinerary:

The daily schedule teaches boys to make the most of their time. There is an emphasis on additional school work, but organised sports and games are also included in the daily schedule.

1. Wake up / Fajar prayer
2. House inspection / medical visit
3. Breakfast
4. Boarders leave for school
5. Lunch (after school) / Zuhr prayer
6. Rest / extra coaching / private study
7. Evening games
8. Bath / Medical visit / Maghrib prayer
9. Supervised prep / homework
10. Dinner / Isha prayer
11. Qiraat class (Nazira Quran)
12. Bed time



Non School day's itinerary:

1. Wake up / Fajar time
2. House inspection / medical visit
3. Breakfast
4. House outdoor games
5. Canteen / Tuck shop / Hair cut
6. Bath
7. Lunch (Zuhr prayer)
8. Rest / Private study
9. Qiraat Class (Nazira Quran)
10. Milk time
11. Supervised prep / Movie on Saturday
12. Dinner (Isha prayer)
13. Lights out



Medical information:**Student's medical information required from parents**

Allergies to drugs and foods

Respiratory problems

Vision or hearing problems

Vaccination record

Student taking any medications presently

Medical history including surgeries, jaundice, epilepsy, diabetes, hypertension, etc.

Other significant/relevant medical issues must be communicated to the boarding Housemistress/School Doctor

Treatment facilities at school

Medical visit in the morning and evening on daily basis.

For serious diseases / injuries students are referred to the specialist outside the school.



Procedure for communication:

The School has its own telephone exchange and all important offices, officers' residences and all boarding houses are connected to it. Parents and boys can contact each other in the evening (6:00PM to 9:00PM in summer and from 5:00PM to 9:00PM in winter) and in the morning (8:00AM to 12:00PM on Sunday and holidays).

Parents are requested not to call during prep and games hours.

If Parents want to discuss any issue relating to their son, they are encouraged to call the Housemistress.

Admission procedure:

<https://www.sadiqpublicschool.com/admissions>



Procedure for requesting leave for boarders

- (1) Leave requests must be made in writing by the student's parent, in advance, stating the student's name, school number, class, and name of Boarding House.
- (2) The reason for the Leave, with supporting evidence (if appropriate), e.g. copy of wedding invitation, copy of medical reports...
- (3) Note that as per School Regulations leave may be approved in advance for:
 - a. Medical Leave
 - b. Weddings of immediate family members (ie brothers & sisters)
 - c. Emergencies requiring absence from School
- (4) Leave requests must be:
 - A. Submitted by letter, fax, or email only (not SMS and not Whatsapp because these cannot be easily printed and kept on file),
 - B. signed by the student's **parent** (not siblings or other family members) to indicate the Leave request is made by the Parent and the details of the Leave request are accurate.
- (5) In the case of non-emergency leave requests, the leave request must be submitted at least 5 days in advance.
- (6) Parents should wait for the Leave to be approved before making travel arrangements.
- (7) Emergency leaves e.g. for funerals or other urgent/immediate needs, Heads of School may approve the leave. If they are absent, the Vice-Principal may approve the Leave request.
- (8) Submitting falsified documents will very likely result in the student's withdrawal from School.

Note that the major factor in success in school is a student's attendance: the greater the attendance in each class, the greater the examination grade. Every lesson missed reduces the chance of a student achieving a high grade.



General Leave Regulations (from School Handbook 2020-2021)

- (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 80%**
- (i) In case of low attendance, i.e. monthly actual school attendance or monthly actual class attendance (for any class) below 80%** (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 80%* 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 80%* 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/-100 per day of absence.
- (n) Seven consecutive days of uninformed leave may 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.*

From September 1st, 2021 this will increase to 85%.

- (1) 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-authorised (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.

What boarders must bring:

School Uniform (Available at School shop)

Khaki Shorts

White Shirts (full sleeves)

Navy Blue Shorts

Blue Sports Shirts

Khaki Socks

Shalwar & Kameez (white suits)

Belt

Handkerchiefs (white)

Track Suit

White Socks

Vest (white)

Underwear (white)

Towels

Bath Gowns

Black School Shoes (Servis)

Slippers (black)

Pumps (black)

Joggers

Mattress 3'x 5'

Darre / khais / blanket

Pillow

Bed Sheets (white)

Pillow Cover (white)

Traveling Bag

School Bag

Trunk

Water bottle

Soap

Tooth brush & toothpaste

Shoe Polish

Elastic for Shalwar /Azarband

Hangers

Shampoo

Tissue box



A short note from older student:

I loved my time in K-P House. The staff were always helpful, whether it was help with my Prep or help with fixing my clothes. I really enjoyed playing sports, especially cricket on the big fields. We played football on the full size football pitch too. In the summer we were allowed to swim in the shallow swimming pool. I think the highlight of being in K-P House for me was riding the horses. The meals were always good (not as good as at home though) and I appreciate now that we were taught good manners in the dining room. I learnt so much from my time in K-P House.

