

Sadiq Public School

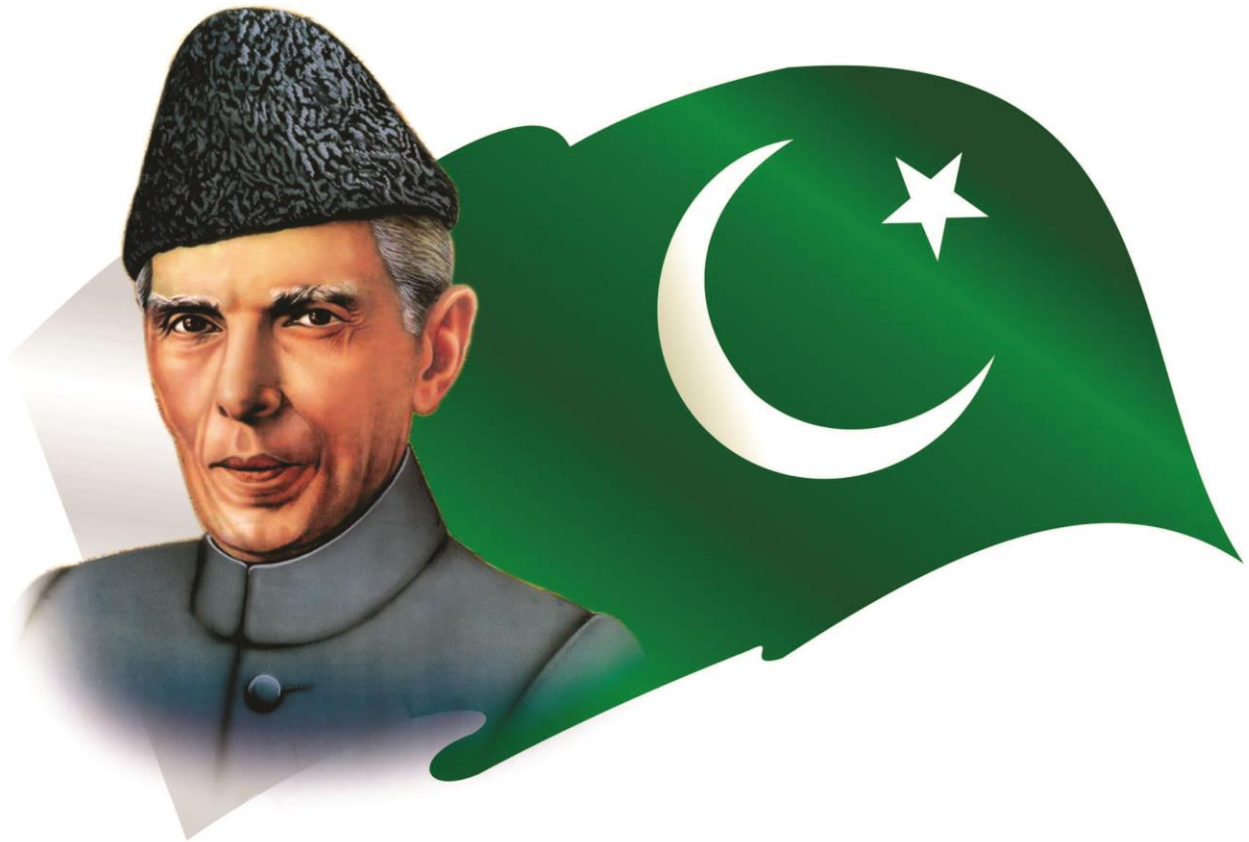


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Alamgir House
Prep Boys' Boarding Handbook
2021-2022





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: Knowledge & Deeds

Alamgir House is named after the Mughal emperor, Aurangzeb Alamgir (Persian: "Conqueror of the World"), who ruled over almost the entire Indian subcontinent for a period of 49 years. It's a two storey building; ground floor is named as Alamgir South and first floor is named Alamgir North, with a capacity to accommodate 150 Prep School boys. We are proud to have a happy, positive and friendly boarding house which the students consider a second home.

Boarders are fully supervised and houses are comfortable, well-furnished and equipped with modern facilities. Each House (Alamgir North and Alamgir South) is staffed by a resident Housemaster assisted by Assistant Housemaster and resident full-time House Superintendent and visiting assistant housemasters all of whom are also teachers.

Boarders have 24-hour health and medical care with the onsite Senior Medical Officer and the School Hospital.

Given the varied requirements of the different age groups, the modern facilities within the houses vary slightly but inside each are found provision for study, a common room, a prayer room, a TV room and a kitchen/ tuck-shop in addition to the bedrooms and the office. From Summer 2021 all the dormitories, Prep and TV rooms are air conditioned.

Boarders also have access to other facilities which are supervised for their use outside school hours, e.g. library, sports facilities, swimming pool, tennis courts, Riding Centre, etc.

House trips are common for example to the Bahawalpur Museum, Lal Sawarha National Park, Derawar/Cholistan Desert, and Multan.



Meals

Boarding students are provided with breakfast, lunch, afternoon tea and dinner. A catering supervisor appointed by the school ensures a nutritional and varied menu.

The diet includes milk and fruit, and the menu caters for sufficient quantity of each variety of food necessary for good health and sound growth.

Kitchens and dining rooms are attached to each Boarding House and the students dine under the supervision of the Housemasters or Superintendents. In addition all children are provided afternoon refreshments and are given milk early in the morning.



A typical school day's itinerary

Weekday Boarding

Fajar prayers according to sunrise.

6:20 A.M	Early Tea
7:00 A.M	Breakfast
7:30 A.M	Inspection
7:50 A.M	Boarders leave for School
8:10 A.M to 2:05 P.M	Classes
2:15 P.M	Lunch
3:00 P.M to 3:45 P.M	Private Study/Rest
3:50 P.M	Tea
4:00 P.M to 5:00 P.M	Sports
5:10 P.M	Bath & Medical Visit

Maghrib prayers according to sunset.

After Maghrib prayers till 6:15 P.M recitation of
Quran (Recreation / Canteen / Hospital)

6:30 P.M to 7:30 P.M	Supervised Prep-1
7:35 P.M	Dinner
8:20 P.M to 9:20 P.M	Supervised Prep-2
9:20 P.M to 10:05 P.M	Private study/Isha Prayer
10:30 P.M	Lights out

Fridays:

12:30 P.M	Lunch
1:45 P.M	Jumma Prayer



A typical non-school day's itinerary

Saturdays:

8:30 P.M to 10:15 P.M TV/Movies

Sundays:

8:00 A.M Breakfast

9:00 A.M to 11:00 A.M Laundry & Tuck Shop in House

11:00 A.M to 12:30 P.M Private Study

12:30 P.M to 2:00 P.M Hair Cut

2:00 P.M Lunch

3:00 P.M to 3:45 P.M Private Study/Rest

3:50 P.M Tea

4:00 P.M House outdoor sports

Maghrib prayers according to sunset.

6:30 P.M to 7:30 P.M

7:35 P.M

Supervised Prep-1

Dinner

8:20 P.M to 9:20 P.M

9:20 P.M to 10:05 P.M

10:30 P.M

Supervised Prep-2

Private study/ Isha Prayer

Lights out



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.

**Procedure for communications between
Parents/students and also Parents/House staff:**

We aim to communicate with parents as openly and quickly as is reasonably possible and we request the same of parents, especially regarding any matters that may affect a student's learning or attendance in School.

We will always do our best to accommodate requested meetings, but we request understanding and patience as our first priority is always the day-to-day happenings within the school. Urgent requests, questions, issues are usually best communicated by email.

With security being our primary concern, drop-in/unarranged meetings are simply not possible.

Thank you for your understanding.

Email: principal@sps.edu.pk	Telephone
info@sadiqpublicschool.com	062-2877692
	062-2877693
	062-2877694

Admission Procedure:

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



What students should bring and what they should not bring:

Students should bring Mattress (standard size), Pillow, Steel trunk, Lock, Handkerchief, Face Mask (Packs), T-shirt, Blue Shorts, White socks, Black socks, Vest white, Towels, School bag, Jinnah Cap, Tooth Paste, Tooth Brush, Hangers, Bed Sheet (white), Pillow covers (white), Khais, Soap, Soap Case, Nail Cutter, Underwear, Swimming kit (set), Bath gown and Azar band.

The boarders are not allowed to keep mobile phones, MP3, Radio, Tablets, any jewelry, precious items, cash beyond Rs.500, iron, camera, heater, immersion rod, electric kettle in their dorm/cupboards, motorcycles, bicycles, cars or any other vehicle.

If in doubt, Parents should contact the boarding house staff.



My name is Abdul Wahab Butt. I spent three wonderful years at Alamgir House. I would not hesitate calling it my second home. Life at Alamgir House was a life changing experience for me, where I was groomed and disciplined by experienced house staff and teaching staff. They not only disciplined me and groomed me but also gave me confidence, courage and motivation. I will never forget the golden days of my life at Alamgir House.

