

Sadiq Public School

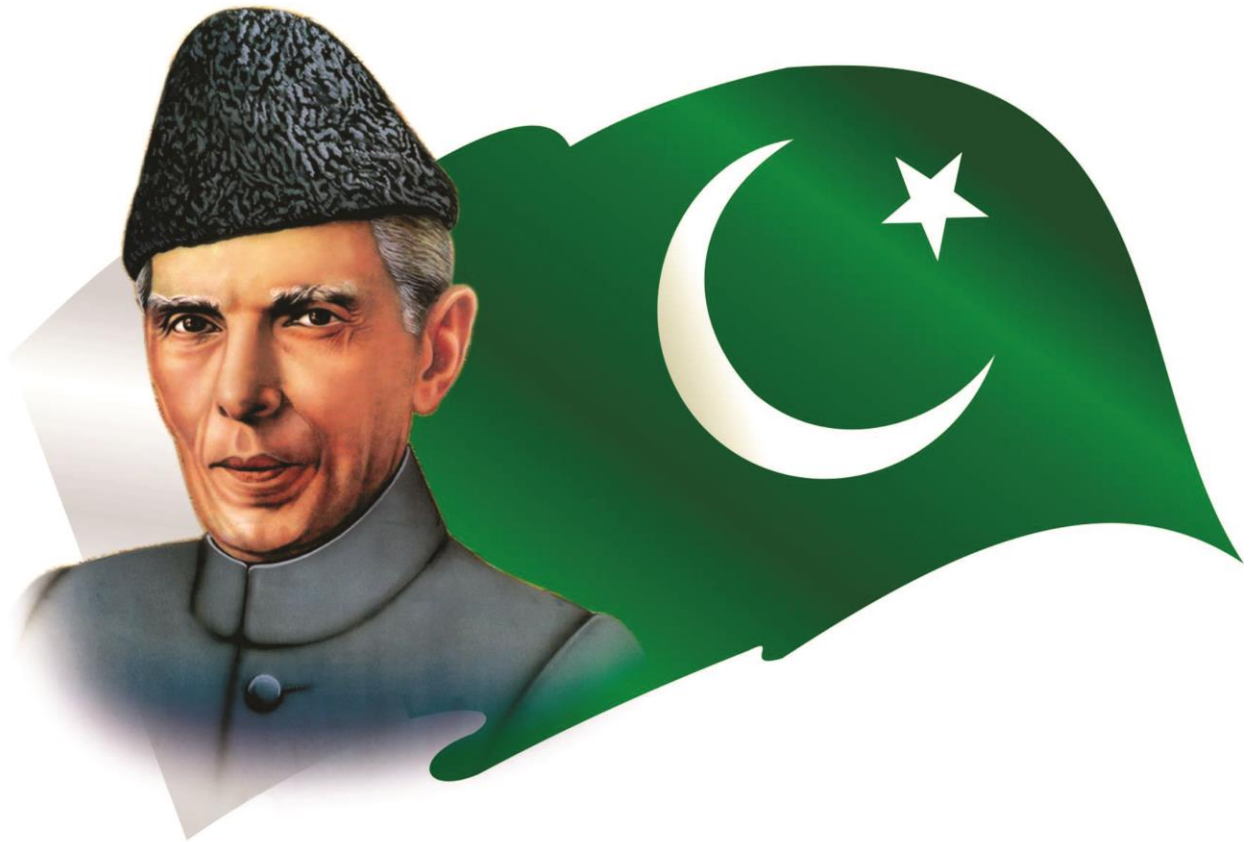


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Senior Boys' Boarding House Handbook 2021-2022





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.

Sadiq Public School has three separate boarding houses for Senior Boys: Mehmud House, Abbas House, and (from 2021) Salahuddin House. Senior boy boarders come from all over Pakistan.

Life in a Boarding House is different from life in a home. Living in a Boarding House makes a student more independent. Students belonging to different regions and cultures live together and so they learn to co-operate, to be punctual and they develop self-discipline, which just means doing the right thing at the right time. They develop their personality. Of course, boys' Parents should visit regularly and give advice, encouragement and support. Living in a boarding House makes boys smart, healthy and disciplined. They have to wake up on time, sleep on time, have food on time, study on time, etc. This helps to develop a boy's self-discipline as well as his personality. Boys learn resilience, to endure and to solve problems in their life. Students living can face many difficulties and hurdles such as adjustment issues, change in eating and sleep

habits, homesickness, etc. Overcoming these issues is an important life skill and of course boys are supported by each other and boarding house staff.

Each House is staffed by a resident Housemaster assisted by two Assistant Housemasters and House Superintendent residing inside the House all of whom are teachers.



Facilities:

- Self-contained, secure boarding house with its own gardens/lawns
- Spacious air-conditioned dorms, allocated class-wise
- Dining Hall (proper and organized system)
- Air conditioned television room
- Washrooms
- Independent House Generator
- Water filtration plants for drinking water
- House Mosque for congregational prayers
- Indoor games facilities for badminton, table-tennis etc.
- House bearers and sanitation staff
- CCTV security cameras
- Telephones



Important instructions for students in boarding house:

- **Following lapses are punishable with warning, extra drill, withdrawal of privileges like leave, film show, excursions, recreation room and/or fine:**

- a) Neglecting homework.
- b) Missing/coming late to class/prep.
- c) Late for school functions.
- d) Disturbing other students during

prep/meals.

- e) Eating/drinking/chewing gum in class/prep

- **Following misdemeanors are punishable with warning, extra drill and or fine:**

- a) Improper turn-out.
- b) Using threatening or abusive language.
- c) Failing to obey a lawful order of house staff.
- d) Non-observance of lights out hours.
- e) Unauthorized stay in the house during working hours.
- f) Visiting "out of bounds" places like staff colony, girls campus and girls hostel.

- g) Malingering or feigning sickness.
- h) Late/improperly dressed in dining hall/prep room.



Meals:

Each of the Senior Boys' Boarding Houses has its own kitchen and air-conditioned dining hall in which all students dine together. All meals are prepared under the supervision of experienced chefs/cooks who are assisted by trained mess staff. Chapattis are baked fresh at the House Tandoor. The menu is prepared by the students and staff, subject to the SMO's approval. 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.

Meals are supervised by the House staff. From time to time house staff prepare barbecue dinners in the Boarding House grounds.



Dress Code for Meals:

Breakfast	School uniform (Mon-Sat) White Shalwar Qameez with pumps (Sunday)
Lunch	School uniform (Mon-Sat) White Shalwar Qameez with pumps (Sunday)
Dinner	White Shalwar Qameez with pumps



- **Morning Inspection:** Before leaving for Academics, all the students are inspected by the House staff. Their uniforms must be ironed, shoes must be polished and they must wear school name tag. Their school bags must contain all stationery items, books and notebooks.
- **Academics Hours:** After Inspection, all students leave for school for studies till dismissal time. They have 8 lessons a day. After 4 lessons, break / recess is offered. Boys can buy food / drink from the school canteens.
- **Rest/Private study:** After lunch, all students have rest time in their dormitories till evening games, however they can study if they want without disturbing their roommates.
- **Evening Tea/Milk:** All the students are offered milk with Jaam-e-Shereen in summer and tea in winter.
- **Games:** Daily evening games are part of the school routine for all boarders. Games are compulsory to keep boys physically and mentally healthy. Games are supervised by PTI's, the Adjutant and teachers. All major games e.g. cricket, football, hockey, basketball, tennis, swimming, athletics etc. are offered. We have also squash courts, badminton courts, volley ball courts and a gymnasium. Trained coaches support the students.
- **The Riding School** is a well-equipped riding school and stable with more than 40 horses. This Riding School is supervised by trained riding instructors.



- **Swimming Pool:** School has two swimming pools and students are trained and supervised by an experienced coach with a life-guard on duty.
- **Canteen/Tuck Shop/Hosiery:** Senior Boy Boarders may visit the School's canteen/tuck shop and clothes store. They can buy fresh juices and snacks from the canteen. They can purchase all uniform accessories and sports items from the hosiery shop.
- **Preps:** Two preps are organized for regular studies in the boarding houses; these are supervised by the house staff and faculty members who are available to help students.
- **Lights Out** is normally 10:30PM however boys may request late study.



A typical school day's itinerary:

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 Maghreb prayers till 6:20 pm, Visit to 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 10:20 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

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

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

Prayer10:30 P.M

Supervised Prep

Dinner

Supervised Prep

Private study/ Isha

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.

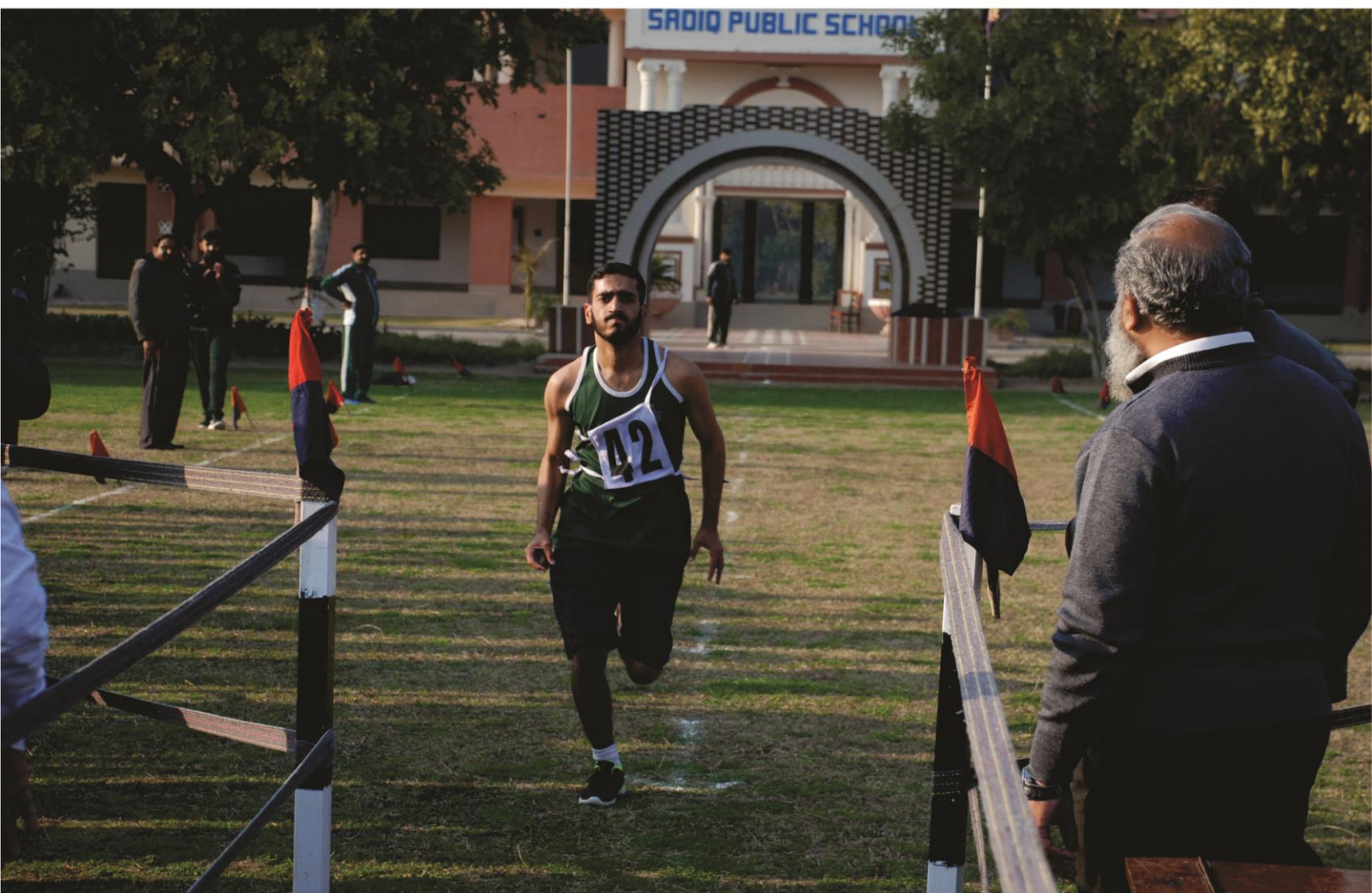
**Actual attendance is the actual number of days (or lessons) attended as a percentage of the total possible days (or lessons) of attendance. Actual attendance can be calculated and reported class wise, or for a particular subject, or school-wise, i.e. for the whole school day, for example a student 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.

What should bring?

House Items					
S. No.	Item Name	Quantity	S. No.	Item Name	Quantity
01	Mattress(Standard size)	01 No	02	Pillow	01 No
03	Pillow cover (white)	02 No	04	Bed Sheet (white)	02 No
05	Trunk (Steel)	01 No	06	Towels	04 No
07	Underwear	06 No	08	Slippers	02 Pairs
09	Azaarband	06 No	10	Vest (white)	06 No
11	Pumps black	01 Pair	12	Handkerchief white	04 No
13	Lock	03 No	14	Comb	02 No
15	Nail Cutter	01 No	16	Khais/Blanket	01 No
17	Soap	01 No	18	Soap Case	01 No
19	Toothbrush	01 No	20	Tooth Paste	01 No
School Items					
S. No.	Item Name	Quantity	S. No.	Item Name	Quantity
01	School Bag	01 No	02	School Shoes (Oxford style)	01 No
03	Black Socks	06 Pairs	04	White Socks	06 Pairs
05	Clothes Hangers	12 No	06	Facemask*	150 No
07	Hand Sanitizer* (Small Bottles)	04 No	08	Tissue Box	01 No



Uniform Summer (School Tailor/Hosiery Shop)					
S. No.	Item Name	Quantity	S. No.	Item Name	Quantity
01	Shalwar Qameez (white)	06 No	02	School Belt	02 No
03	White Shirt	06 No	04	Khaki Pants	04 No
Uniform Winter (School Tailor/Hosiery Shop)					
S. No.	Item Name	Quantity	S. No.	Item Name	Quantity
01	Pull Over	02 No	02	Grey Pants	02 No
02	School Tie	02 No	04	White Shirt (Full sleeves)	06 No
05	School Blazer	01 No			
Sports/Games Items (School Tailor/Hosiery Shop)					
S. No.	Item Name	Quantity	S. No.	Item Name	Quantity
01	School Track Suit	01 No	02	House Shorts	04 No
03	House T-shirt (Blue/Green)	04 No	04	Swimming Kit	01 No
05	Swimming Bath Gown	01 No	06	Joggers	01 No
07	Sports Socks (white)	04 Pairs			



Students living in the house are not allowed to:

Students living in the boarding houses will ensure that they do not

1. Keep pets, vehicles/motor cycle, laptop, camera, electric gadgets, heaters, table fans, iron, weapons, knives and valuables of any description etc.
2. See or receive any outsider/relative in their House without prior permission of the Housemaster/Housemistress.
3. Cover their room doors/windows with blinds or by other means.
4. Keep pocket money in excess of the authorized amount.
5. Keep private clothing in the House unless permitted by the Housemaster / Housemistress.
6. Visit their parents or relatives staying in the School Guest House.
7. Visit each other's house without the permission of housemaster.
8. Display careless attitude in their houses or leave their beds, lockers, articles etc. untidy/unlocked.
9. Use narcotics, drinks, drugs or unauthorized medicines.
10. Take/entertain any day pupil in their dorm/Boarding House.
11. Bring cooked food from the city or accept it from their parents, relatives or friends.
12. Visit tuck shop and hospital without proper dress and permission.
13. Visit junior boy's dorms or call them to their dorms.
14. Any kind of punishment, bullying or any kind of harassment to any junior boy.
15. Sit in the corridor or House lawn after lights out.
16. Fetch the mess crockery, cutlery out of the Dining Hall.
17. Keep fruit, juice, milk and such other material in the Mess deep freezer/ refrigerator, unless permitted by the Housemaster.
18. Keep chatni, pickle, sauce or any such items in their cupboard and to take these items to Dining Hall.
19. Visit the Dining Hall except at meal times.
20. Enter the House kitchen.
21. Bring drinking water in their dorm or to keep tumbler in their dorm.
22. Visit the residence, flat or room of any House staff.
23. Keep or drive motorcycles or other vehicles, borrowed or their own at the School campus.
24. Bunk the House and leave the School campus without the permission of Housemaster.
25. Wear Shawls.
26. Keep any kind of medicine. The medicines will be kept with the House superintendent to be administered as prescribed by the School RMO.