



*Presentation Convent High School*

*Tufail Road, Rawalpindi*

*Ph: 051-5518191*

Ref.....

Date.....

Greetings Dear Parents,

Your daughter has now become comfortable in her new class. Our lives are nearly free of the menace of Covid-19. Though the epidemic presented many difficulties for parents and teachers, I am hopeful that this year will be more fruitful than the previous two. For the child's benefit, we shall do everything we can to provide her with high-quality education. You, as parents, must fill in the gaps in your daughter's education.

I want to inform you about the management team working in different areas of the school. Mrs. Noreen Silas is the vice-principal and senior school co-ordinator, Mrs. Saira Adeel is the middle school coordinator, Mrs. Ashi Javed is the junior middle school coordinator and Mrs. Charlotte Bakhshi is the junior school co-ordinator. Sr. Christine is responsible for English for the board classes, whereas, Sr. Gulnaz helps in guiding religion teachers from class nursery to Class 5 in teaching methodology.

Mrs. Pauline, the receptionist in the school office, can help you set up an appointment with the principal, vice-principal and co-ordinators if you have any questions about your daughter's education.

I ask that you abide by the school's policies and work with the administration to ensure the smooth operation of the school.

There are a few key regulations in the school diary that I would like to remind you of, for your convenience and comprehension.

### **1. Punctuality and Regularity**

- Students are expected to come to school daily and on time, a fine of Rs. 50 will be charged on late arrival.
- In case of Ummrah and weddings, please notify the school two weeks prior to the days on which the leave has to be taken.

If you fail to notify the school in a timely manner, a fine of Rs. 200 for Classes nursery to 5 and Rs. 500 for Classes 6 to 10 will be assessed per day.

### **2. Discipline**

- The name of the child will be struck off from attendance register if the child takes leave for 5 consecutive days without informing the school.

### **3. Personal Hygiene and Cleanliness**

- Cleanliness and personal hygiene should be given due attention. The child should come in proper school uniform.
- The uniform is as follows  
Summer Uniform: Blue Shirt, (Half Sleeves), White Shalwar, White socks, Black Shoes.  
Hair Accessories: White Ribbons, Clips and hair bands are allowed. Jewelry is not allowed.
- From class 4 upwards the girls are requested to wear a white sash
- Please ensure that your child wears the correct uniform, house badge and identity card and that she comes to school neat and clean.

### **4. Fees**

- Dues must be cleared on regular bases.

- Under no circumstances will a student be admitted to the tests unless all dues have been paid to date. Absence from these tests will eventually affect her overall result and readiness for promotion to the next class.
- If the dues are not paid for two consecutive months, the name of the pupil will be struck off the roll. Re admission will be allowed only on payment of the full admission fee.
- Pupils leaving the school immediately before or immediately after the summer vacation must pay fee for the Holiday Months.
- No pupil will be supplied with a transfer certificate until all dues have been paid in full.

### 5. Examination System

- The child will not be allowed to sit for term test if her attendance is less than 80%
- Promotion will not be granted if the child does not appear for monthly and term test.

### 6. Property and Cleanliness

- Students are expected to behave in a friendly manner with respect for all persons and for all school property and the property of the other students. Students must take care of their own property in a responsible way. Students have an important role to play in ensuring that the school is clean and attractive. Damage to school property will be deemed a serious offence. Throwing of litter here and there and leaving classrooms without picking up papers is considered unacceptable.

### 7. Policy on Mobile Phones

- Students are requested to leave mobile phones at home, if there is a special reason for which a student brings a mobile phone to school a letter from the parents stating this reason must be given to the principal. The mobile phone must be given into the receptionist's office in the morning and be collected from there at the end of the school day.

### 8. Homework Policy

- We believe in the value and purpose of homework. We endeavor to ensure that homework is educationally beneficial and meets the realistic expectations of students, teachers, and parents. Homework can also strengthen the partnership in learning between the school and the home.

#### a. Exam dates

According to date sheet

Class Nursery – 2      17<sup>th</sup> – 31<sup>st</sup> May 2022.

Class 3 – 5              17<sup>th</sup> – 31<sup>st</sup> May 2022.

Class 6 – 8              16<sup>th</sup> – 31<sup>st</sup> May 2022.

Class 9                  20<sup>th</sup> – 31<sup>st</sup> May 2022.

**PTM                      Tuesday, June7, 2022**

- b. Summer break will be given as per government announcement. Your daughter will be given project based home work. This home work carries 10 marks per subject in the First Term Exams to be held in September.

Please observe these regulations in order to avoid any misunderstandings between management and parents.

Looking forward to your co-operation at all times.

Regards

Sr. Akhtar Buta  
(Principal)