



ANNUAL REPORT 2022-2023

PRESENTATION CONVENT SCHOOL, RAWALPINDI.

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MESSAGE BY THE PRINCIPAL

Greetings,

As the Principal of St. Anne's Presentation Convent School, I feel honored to address the esteemed gathering of intellectuals representing our institution. This address aims to commend the notable achievements of our school over the past several years, and I extend heartfelt gratitude to all who have contributed to our journey towards excellence.

Our school has a proud tradition of academic achievement, coupled with a strong emphasis on fostering attributes such as teamwork, adaptability, leadership, confidence, determination, and respect among our students.

None of our accomplishments would have been possible without the dedicated efforts of our esteemed Vice Principal, Coordinators, and Teaching Staff. Our teachers serve as pillars of support for our students, offering guidance, understanding, and encouragement, and embodying exemplary leadership qualities. I express my sincere appreciation for their invaluable role in shaping the lives of countless students within our institution.

Lastly, I extend gratitude to the families of our students and staff members. Your unwavering love, care, and cooperation have been instrumental in our collective success.

Regards,

Sr. Akhtar Butta.

INTRODUCTION/HISTORY

Following Nano Nagle's dream, Presentation Convent School provides a safe haven for students where they are treated with the utmost respect and provided with the loving care that is each child's right. Our school is committed to helping each student reach her full academic, social, emotional, and moral potential by providing a nurturing learning environment that encourages exploration and discovery.

The roots of Presentation Convent

Every Presentation Convent School in the world may trace its origins back to Nano Nagle. Nano Nagle established her first one-room schools in the Irish city of Cork in 1754. She did this to challenge the dominant colonial order by taking on the discriminatory and impoverishing structures within education. Nano is now celebrated as the most important figure in the history of Catholic education in Ireland. Her dedication and legacy inform what we call the "Presentation Philosophy of Education" and give us the drive to continue spreading an excellent education today. In the present day, we are also inspired by her life and service to the children of her day as we work to deliver excellent education in settings that harken back to and are representative of the era in which she lived.



"Not Words but Deeds"

STAFF PROFILE

Our school has a team of professional educators who are devoted, resourceful, and goal-driven, and who have a strong commitment to the intellectual and social growth and development of each and every child. They are equipped with the capability to maintain adaptability in order to ensure that each child's individual learning preferences and capacities are taken into account.

Superior interpersonal and communication skills are essential to the development of meaningful relationships with students, faculty, and staff. Our staff has the ability to consistently individualize training, taking into account each student's unique requirements and areas of interest.



RECRUITMENT POLICY

To ensure the standard of education and discipline in the school, the school has a stringent recruitment policy to carefully comb through a list of applicants in order to appoint them to the teaching staff.

Safe recruitment and vetting practices

Before employing a person

- When appointing *Teaching Staff*, At least two members of the school staff, including the principal, will conduct an interview with the candidate. References will be examined, and the candidate's prior employer will be called.
- When the school hires *Security guards*, the company will be asked for proof. The employee's previous employment history will be reviewed by the company for which they work.
- In addition, a psychological evaluation would be carried out after checking with reputable locals in their neighborhood.

Probationary period

- The guidelines for service that have been established by the Presentation Schools will be adhered to.
- During the first one and a half years of employment, employees will be subject to a probationary period.
- During this time period, they will be subject to supervision and observation.
- In the case of a teacher, the supervision responsibilities may be delegated to the coordinator of the section to which the teacher is assigned. In the case of a worker or any other employee, the principal has the ability to appoint a monitor who will oversee the worker or employee in question and report back to the principal.

CHILD PROTECTION POLICY

Educators at Presentation Convent School have a duty to foster classroom communities where all students are valued, their opinions are valued, and children are both physically and emotionally secure.



This policy was created to show that Presentation School values the health and safety of each and every student. It lays forth the protocols and safeguards put in place to protect pupils from any kind of abuse that might occur on school grounds.

“The greatest gifts you can give your children are the roots of responsibility and the wings of independence.” - Denis Waitley

Students attending Presentation Convent school have the right to both feel safe and be safe at all times. The safety of the pupils who are in our care is always our top priority, and we do not and will never allow any form of abuse toward children. Our goal is to establish a setting that is both child-friendly and child-safe, and in this setting, pupils will be able to live their lives to the fullest without having to worry about their own safety; a setting where they are well provided for and nurtured.

Guiding principles

- Every individual must respect children's lives and bodies.
- Children have the right to receive safety education with their parents and guardians.
- Children should be consulted on problems that affect them.
- Children need role models who encourage their physical, emotional, and spiritual development.
- Teachers, non-teachers, security guards, volunteers, and canteen staff must care for children, promote their welfare, and safeguard them from danger and abuse.
- Student care, welfare, and protection depend on honest, respectful, and trusting adult-student relationships.
- Suspected or disclosed victims must be treated with sensitivity, decency, and respect.
- School personnel, volunteers, parents, and students should communicate child safety concerns.
- Legally required parties will maintain confidentiality.

Policy Commitment

- Ensure each child's dignity and welfare at all times.
- Give children positive experiences.
- Listen to students' views and empower them by resolving their problems.
- Protect students from damage.
- Teach pupils safety and health skills.
- Evaluating and upgrading student protection methods.
- Use a child-centered approach that encourages and facilitates participation.
- Get parental permission for all activities.
- Recruit and train adults who work with children.
- Make sure all activities are supervised and that youngsters and adults have conduct codes.

ACTIVITIES

At Presentation Convent, we not only believe in providing our students with the education they need, but we also believe in preparing them to take part in the extracurricular activities that are offered.

Following are a few events and activities that took place at school during the school year:

Prize Distribution Ceremony



Sports Day



Oath Taking Ceremony



Presentation Day



Annual result of the Batch (2020-2022)

Position Holders 2017 – 2019 Arts Group

1st Position

Sherlyn K. de Souza 890 A+

2nd Position

Sheza Emmanuel 859 A

3rd Position

Meerab Saleem 759 B

Position Holders 2017 – 2019 Science Group

1st Position

Noor-Ul-Ain 1049 A+

2nd Position

Ayesha Eman 1034 A+

3rd Position

Rahimeen Qasim Ali 1032 A+

10A Arts

1. **Sherlyn K. de Souza (A+) 10-A(Sci)**

2. **Sheza Emmanuel (A Grade)**

Scoring Above 1000 Marks -10/A

1. Noor Ul Ain

A+ Graders 10 A Sci

2. Wajeeha Hayat

3. Ramisha Mustansar

4. Maria Zameer

5. Zeest Baber

Scoring Above 1000 Marks -10/B

1. Ayesha Eman

2. Rahimeen Qasim Ali

3. Jaweria Tariq

4. Hamna Tariq

5. Mahanoor Fatimah

6. Angle Nadeem

A+ Graders 10 C/Sci

Onaiza Omer	Malika Irfan	Mariam Suleman
Umaima Afzal	Yumna Aftab	Shimza Shakeel
Maroline Maqsood	Amna Zahid	Mahnoor Kamran
Chaudhary Rimal	Zoya Masood	Syeda Anmol Zahra
Raazia Khalid	Yumna Khawar	

Scoring Above 1000 Marks -10/C

1. Sameen Meras
2. Areesha Ali
3. Darishna Khalil

A+ Graders 10 C/Sci

Ayesha Naeem	Imama Waqar	Minahil Bint Zafar
Hafsa Nadeem	Anousha Shehzad	Haleema Tanveer
Aqsa Yasir	Mehak Asif	Maya Manzar
Shifa Waheed	Laiba Qaisar	Syeda Zainab
Megha Fayyaz	Angel Yadha	Nimer Imran
Jennifer Eric	Khadija Amin	Maryam Hameed
Flora Marriam Alwan	Eman Afzal	Vandana Ijaz
Aimel Ukasha	Fatima Irfan	*****

OPERATIONS

Day-to-Day Operations

Every day at the beginning of school, the children participate in an assembly to learn and then put into practice a new value that has been introduced for the week. The student council inspects them from head to toe in their uniforms to ensure that they are well groomed and well behaved.

After that, the students follow a schedule that specifies when they should be in each class and participating in extracurricular activities. The teaching staff puts a lot of thought into the daily schedule to make sure students have a good time as they study.

In order to make the attendees feel more at ease, the school has a number of different amenities available. We have a variety of power sources available, including solar energy, electricity, natural gas, and water. The laboratories and library are fully stocked to facilitate both theoretical and practical education. In addition to first aid, students have access to pastoral care at their school. Nearly 8 to 10% of the total number of enrolled students are eligible for fee concessions, and approximately 100 students are able to study without paying any tuition at all, while others pay only annual charges.

April

- The staff meeting for the session 2022-2023 was held on April 1 and April 2, 2022. Sr. Akhtar started the meeting with prayer. She revised service rules with the staff. Mrs. Noreen Silas revised the Child Safe Guarding Policy. The whole staff signed the Employees Code of Behavior. The hours of the day were used studiously for preparing the lesson plans and arranging classes for the students. Mrs. Saira Adeel was appointed as the new coordinator for the middle school after Mrs. Lubna David's retirement.
- New session for the students commenced on April 4, 2022. However, new nursery joined the school on April 5, 2022.
- The group photo for outgoing class 10 was taken on April 12, 2022. The staff photo was also captured on the same day.

- The school was closed for Easter Holidays from April 14-April 18, 2022.
- The elections for the new student council took place on April 25, 2022. Students were given an opportunity to elect the leaders of their choice from the nominated candidates.
- **Nano's Death Anniversary** was solemnly commemorated in the morning assembly conducted by Fatima Jinnah house on April 26, 2022.
- Thanksgiving assembly was arranged by class 10 students on April 28, 2022. The students acknowledged their teachers, management, office staff, and the workers for looking after them and nurturing them.
- The outgoing class 10 went on preparatory leave on April 29, 2022.

May

- The school was closed for Eid-ul-Fitr from May 2- May 8, 2022.
- The outgoing class 10 had their board exams from May 10-May 25.
- The oath-taking ceremony was organized in the school hall on May 11, 2022. Sr. Christine lit the candle as a sign of hope that the designated leadership team will be a source of light for all the students. Sr. Akhter gave sashes and badges to the elected council and took their oath. Mrs. Noreen Silas, Mrs. Irene and Mrs. Uzma are the people responsible for assigning duties to the students. Sr. Akhter gave a party to honor teachers, students and sisters on this occasion.
- The prize distribution ceremony for the classes Nursery-class 8 was conducted in the school hall on May, 16 and May 17 to motivate and appreciate the hard work of the students.
- First monthly tests in the school for the classes' nursery-class 9 started on May 19 and ended on May 30, 2022. This practice was done to evaluate and assess the academic performance of the students before going for summer break.
- On the other hand, class 9s went on preparatory leave on May 25, 2022. Their board exam started on May 27 and ended on June 10, 2022.
- After the exams outgoing class 10 came to school for the revision of practicals from May 30- June 2, 2022.

- A live virtual session regarding ‘safeguarding policies’ was conducted on scheduled date May 31, 2022 via zoom meeting and was presided over by Irish Sisters, Sr. Teresa and Sr. Colette.

June

- The second phase of the virtual meeting was scheduled on June 1, 2022. In this meeting Sr. Teresa and Sr. Colette thoroughly emphasized the importance and implementation of safeguarding policies. Mrs. Noreen Silas (Designated officer) and Mrs. Saira Adeel (Co-Ordinator) attended the meeting on both the days.
- The first Parent teacher meeting for the academic session 2022-2023 for the classes nursery- class 9 was held on June 7, 2022 to discuss the child's strengths and struggles in various disciplines with both the subject and class teachers.
- A farewell party for the retiring staff was arranged by the teachers and the management of the school on June 8, 2022. The retiring staff included Mr. Nicholas (Music Teacher), Mrs. Mariam (Librarian), Mrs. Nasreen (Urdu Teacher), Mrs. Rachael (Accountant), Mrs. Esther (Religion Teacher) from the teaching staff and Mr. Akram the school guard. There were entertaining games and singing with a sumptuous lunch.
- Summer break began for the teachers and students on June 8, 2022 and concluded on July 31, 2022.

August

- The school reopened on August 1, 2022 after summer vacations.
- The school was closed for Ashura (9th and 10th Muharram) August 8 and 9, 2022.
- A holiday was declared by the school on August 14 on account of Independence Day.
- A Special Assembly was conducted by the students to celebrate the 75 years of independence.

September

- First term examinations from classes nursery- class 9 commenced from September 1, 2022 and concluded on September 13, 2022.

- To mark the platinum Jubilee of Diocese of Islamabad-Rawalpindi, the school participated with full passion and zeal in ongoing platinum jubilee celebration programs and innumerable activities such as quiz, exhibition etc which were organized by Diocesan board of education. The Eucharistic celebration of platinum Jubilee was scheduled for September 15 and 16, 2022 at St. Mary's Academy, Lalazar, Rawalpindi.
- Class 9 board result was announced on September 19, 2022.

October

- Teachers' Day was celebrated by the staff and the students on October 5, to celebrate the hard work and efforts of the teachers.
- Prize Distribution Ceremony for Class 10 was held on October 15 to award and congratulate the high achievers.
- Eid Milad ul Nabi was celebrated with great religious zeal by the Muslim staff and students on October 22, 2022.
- Admission forms for new Nursery were given out on October 14 and 15.
- An online meeting was held regarding the Child Safeguarding on October 25, in which Sister Riffat, Sister Parveen, Principals, designated officers and co-coordinators participated. Sr. Akhtar Buta (Principal) Mrs. Noreen Silas (Designated Officer) Mrs. Saira Adeel (Co-Ordinator) attended the meeting

November

- To encourage the students to participate in extracurricular activities Sports Day was arranged for classes Nursery to 6 on November 4, 2022.
- A program was organised for Mrs. Rita by the Junior school students and teachers to celebrate her work at school and to bid her farewell.
- The catholic students from classes 7 – 9 received their Sacrament of confirmation on November 19, 2022 from His Excellency Archbishop Dr. Joseph Arshad in St. Joseph's Catholic Cathedral Church Rawalpindi.
- A delightful lunch was arranged for the students who received the Sacrament of Confirmation on November 19, 2022.

- A scrumptious lunch was organised by Sister Akhtar for all the staff to celebrate Presentation Day in the school hall on November 19, 2022.
- A special assembly was conducted to celebrate Presentation Day on November 21, 2022..
- Second Term exams started on November 18, 2022.

December

- With the start of Advent Season, the rehearsals for the Christmas Program also started. The Christmas program was held in school on December 16, 2022. His Excellency Archbishop Joseph Arshad of Rawalpindi/Islamabad Diocesan was the guest of honour. The nativity scene and carol singing were greatly appreciated by the distinguished guests and parents.
- This year the students of class 8 also had the recording done for the Christmas play by PTV. The choir participated in praise and worship and sang Christmas carols with their melodious voices.
- A Parent-Teacher Meeting was held on December 22, 2022 to discuss the progress of the students before going on Winter break.
- A delectable Christmas lunch was arranged by Sister Akhtar for the staff on December 22, 2022 while bidding farewell to Ms. Humaira, Ms. Rachael and Mrs. Sharon.

January

- After a restful Winter break all the staff and students returned on January 4, 2022.
- Admission tests of the new Nursery were conducted on January 6 and 7, 2022.
- English ICATS test was conducted on January 18, 2022.
- Final Netball match was organised on January 30, 2022.
- A Candle light ceremony was held in the school hall on January 20, 2022 for the students of Class 4 who were going to receive the sacrament of Holy Communion. Fr.

Asif John came to talk to the parents about the importance of the sacrament and guided the parents on how to prepare their children to receive it.

February

- The Catholic students of grade 4 received the sacrament of Confession and Holy Communion on February 20, 2023 at St Joseph's Catholic Cathedral Church.
- To show support and unity with the People of Jammu and Kashmir, Kashmir Day was celebrated on February 5, 2023.
- Class 10 had their group photo taken on February 13, 2023 with the Principal, Coordinator, class teacher and with their relevant subject teachers. Getting together for the group photo was an exciting moment for everyone in it.
- The Christian students went to the church to attend the Mass for Ash Wednesday on February 22, 2023.
- The positive psychology workshop was organised on February 18, 2023 under the supervision of Dr. Iram Irshad. The aim of the workshop was to help the teachers to understand what students need to succeed in school.
- The interview was conducted between the teachers and parents of nursery class on February 10, 2023 which plays the most significant and decisive role for the parents and teachers.

March

- The Principal decided to conduct the final exams for the classes Nursery to 8 while classes 9 and 10 had their pre board exams. The exams started on March 1st, and ended on March 17, 2023.
- The correction Days from March 11 to March 20, 2023 were given to the teachers to check the papers and identify the weaknesses of the students.

- To uplift and upgrade the knowledge of the teaching staff three days' in service program was organised. Mrs. Noreen Silas conducted the English classes, Mrs. Ruby was responsible for the Urdu classes and Mr. Solomon was invited to conduct the maths classes.
- The orientation of the Nursery class was conducted on March 18, 2023. The objective of the program was to provide useful information to the parents about the learning system and to introduce them to the parents with the help of the teaching staff. Sr. Akhtar Buta presented the vision of the school and introduced the parents to its history. Mrs. Noreen Silas highlighted school rules and child safeguarding policy in her presentation. Mrs. Charlotte Bakshi introduced the teaching methodology.
- Parent teachers meeting for the final exams was conducted on March 24, 2023 to discuss the progress of the students with their parents.
- A farewell party was organised by the students of class 9 for the outgoing class 10. A lavish lunch was planned after an exciting program.
- The school administration organised the staff training program on March 31, 2023. The program was conducted by Ms. Jennifer in which teachers were guided on how to connect new topics, new ideas and new methods with the existing curricula.

Thus the school year ended. We thank God for His Blessings especially for His protection in this time when we are under the threat of terrorism.

STRUCTURE OF MANAGEMENT

The successful operation of the school administration depends on the collaboration of three essential groups of employees:

1. Teaching Staff

We have a team of warm and compassionate instructors who want all children to be successful learners and work to create an environment in the classroom that is interesting, encouraging, and adaptable to the varying requirements of the students. They are dedicated to the moral and ethical principles of the profession, with the highest levels of professional practice, and the care and education of young children.

The staff is further segregated into four sections:

- i. Junior School
- ii. Junior-Middle School
- iii. Middle School
- iv. Senior School

2. Office Staff

The office staff are employed by in order to aid the management of the school for administrative tasks. These tasks include answering phone calls and letters, placing orders for supplies, and processing information, along with preparing fee vouchers and taking care of accounts as well. In addition to this, the office staff is the primary conduit through which the institution conveys to the parents a kind and approachable representation of the institution.

3. Ancillary Staff

The group of staff members who provide the most significant assistance to, and support for, the educational institution. These individuals contribute to the establishment of a secure setting in which children can acquire knowledge. They might work as maintenance personnel and caregivers.

CLOSURE

The incredible journey for the year 2022-2023 has come to an end. From academic achievements, sports competition to exhibition and project work the students have showcased talents and made us proud.

I thank the parents for their continuous support and partnership. My sincere gratitude for the devoted teachers and unwavering support of coordinators and the vice-Principal.

I also thank the office staff and the support staff for their contributions in the smooth running of the school.

In moments quiet, in times serene,

Gratitude blooms, a tranquil scene. It whispers softly, in the heart's repose,

A melody of thanks, where gratitude flows.

For the morning light, that breaks the night,

For stars that twinkle, in skies so bright. For laughter shared,

in joy's embrace, For every smile, that lights a face.

In fields of plenty, or in times of need, Gratitude plants its humble seed.

It flourishes in deeds of care, In kindness shown, beyond compare.

For friendships true, that stand the test,

For love that soothes, and brings us rest. For every trial, that makes us strong,

For melodies of hope, in life's sweet song.

So let us pause, and take the time,

To cherish moments, so sublime. For in gratitude, we find our grace,

And blessings overflow in endless embrace.