



Dear Parents,

Thank you for your interest in our school. Our schools are child centered, and our teachers, administrators, and staff members are committed to meeting the needs of students throughout our community – intellectually, physically, and emotionally. We have adopted a policy that opens the school to families who are like-minded spiritually, supportive of our philosophy, objectives and standards of education, and whose children meet our enrollment standards.

This Handbook will introduce you to many of the school's policies, procedures, and expectations for both parents and students. We ensure that our staff is here to groom and educate your ward to be a resourceful citizen of Pakistan.

A strong, positive relationship between school and home is a critical ingredient in your child's success. I encourage you to attend school events, participate in Parent-Teacher meetings, and work closely with your child's teachers and administrators throughout the school year. Working together, we will achieve our vision that all students graduate prepared for college and career success.

Sincerely,

Nuzhat Yazdani
Founder & Principal

GOALS

The primary focus at White House Grammar School (WHGS) is on the academic success of every student. We seek to build within each child a love of learning, a sense of responsibility, self-discipline, a positive self-image, and respect for others. Students are expected to make positive behavior choices that promote their safety, the safety of others, and a productive learning environment.

PHILOSOPHY

School discipline is a collaborative effort by the parents, guardians, students, and staff. The focus of the WHGS Discipline Policy is to promote positive behavior choices by recognizing students who engage in consistent positive behavior. However, mistakes are a natural part of growth. We help students reflect on errors in judgment and behavior and support them in learning how to make better decisions. We teach and model positive behavior including listening, cooperation, and mutual respect. We encourage students to make independent decisions and act responsibly towards others and with property. We believe that a very positive and productive learning environment will result in enabling students to strive for excellence.

VISION

To establish our identity as an institution forming a central part of the vibrant core of a promising yet cultural community.

MISSION

To empower students with knowledge and wisdom to thrive as academically sound, technically proficient, morally conscientious and socially adaptive citizens of a global society.

CORE VALUES

| T | H | R | I | V | E |

T – TRUST

The key stakeholders of an educational institution are Parents, Children, Teachers and Management. 360 degree trust amongst all stakeholders is essential for attaining the goal.

i. **Parents & Children**

The understanding that Parents only act in favor of their children, and that the children exert their best effort in achieving desirable goals set by Parents.

ii. **Parents & Teachers**

The alignment of outcome that leads to academic excellence and creating good human beings.

iii. **Parents & Management**

The belief that Parents are always right and the school management knows best how to pave ways for children to stay focused to education.

H – HONESTY

“Honesty is the first chapter in the book of wisdom.” – *Thomas Jefferson*

... and we are in the business of providing wisdom.

We have to be honest ourselves so that we can emphasize on students why honesty is important. Honesty is valued in every communication and transaction between Parents and peers; it is a fundamental need between people in the institution, because it creates an atmosphere of trust and confidence.

R – RESPECT

“Treat others as you wish to be treated.”

An important source of admiration and motivation – Respect. Keeping aside the factors of title, age, experience or class, we all deserve to be respected at all times. Bullying, abusing, harassing and all other acts that may be disrespectful to your peers shall be avoided.

Elements to care for:

| Tone of voice | Selection of words | Body language | Courtesy – Help each other |
| Encourage ideas | Be a good listener | Brainstorm, don't argue | Praise |
| ~~Race, Religion, Gender, Size, Age~~ – Be Human |

I – IMPACT

It is our responsibility to create students who have the ability to read, comprehend and learn throughout life. We emphasize on creating individuals who possess holistic view of the world and are able to appreciate the broader vision of life. We wish our students to grow up into socially responsible citizens who are able to add value and give back to the society and make this world a better place.

V - VALUE

It is our responsibility to plant seeds of ability in our students - ability to read, comprehend and learn throughout life. We are committed to creating value for Parents that returns many multiples of the time, effort and money they have invested.



E - EXCELLENCE

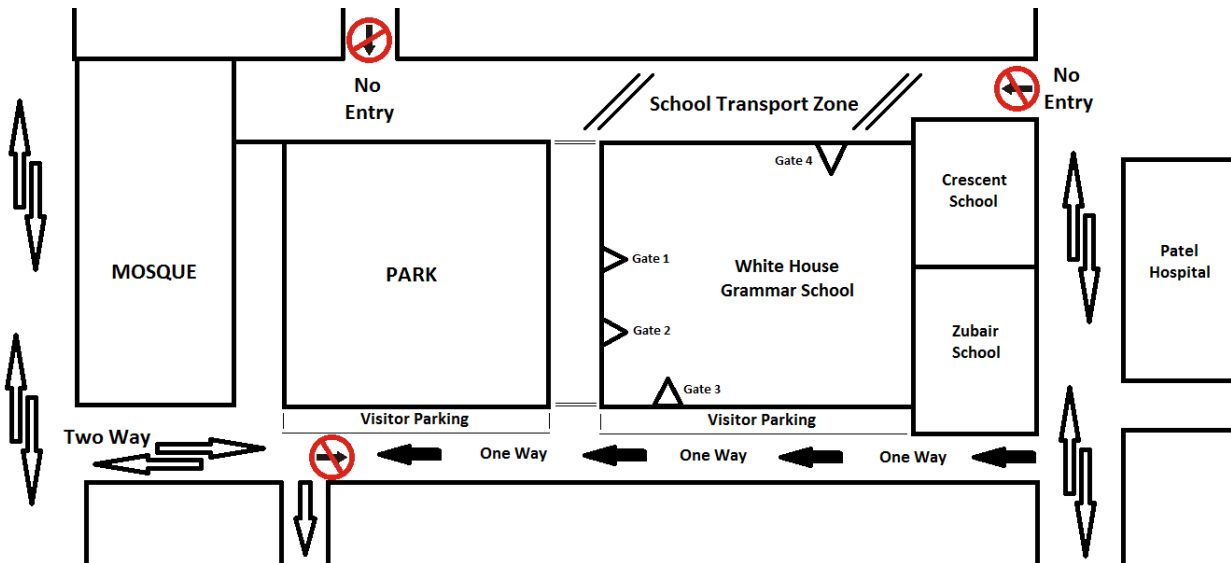
Academic excellence is the demonstrated ability to perform, achieve, and/or excel in scholastic activities. Academic excellence has been identified with achieving high grades and superior performance. But academic excellence is more than just making good grades – This involves development of intellectual capacities and skills in service to humanity. Creating avenues for children to participate in extracurricular activities also adds to the intellectual development of students.

ARRIVAL & DISMISSAL

POLICY

Students are expected to attend a full-day school. Students will only be allowed to leave the school premises in case of emergency or prior application by parents via email or in person. We expect parents to schedule Doctors' appointments and other commitments after school hours.

1. TRAFFIC FLOW



Traffic will flow from Patel Hospital entrance only.

2. WHO CAN ENTER THE PREMISES?

For security reasons maids, drivers and security guards are not allowed to enter the school at arrival or dismissal time and must ask the gatekeeper to bring the child to the gate. Parents of Grade 1 to Matric/O-Level do not enter the school gate during morning arrival; KG parents may enter briefly to drop their children to the classroom.

Armed Guards

Armed guards must at all times remain in their vehicles and not approach the school gate or school building vicinity. Pistols should not be removed from their holsters and other weapons must be kept in the vehicles so that they are not in view of the students and parents. Viewing weaponry of all sorts can be extremely frightening for young children and discomfoting for parents. For the safety, security and comfort of our school community we ask that parents please make this policy clear with your security personnel.

3. UNDERAGE RIDING/DRIVING

Riding and/or driving to school without license is strictly prohibited. Underage riders/drivers will not be allowed to park outside the school. Failure to comply may result in written warning and may even lead to rustication from the institution.

4. **PRIVATE TRANSPORT**

Parents must ensure that private transporters carry School ID cards to pick the students. Non-compliance of instructions given by traffic warden, use of foul language and/or misconduct with school students and/or staff will not be tolerated.

5. **GATE RULES**

The School gates will be closed for Primary to O-Level students at 7:50 a.m. sharp. Gates for Pre-Primary will be closed at 8:30 sharp.

Punctuality to School, lessons and other commitments is essential. Students will be allowed to enter the School premises until 7:50 am only. Students arriving after 8:00 am will not be allowed to attend School on that day.

Parents will not be allowed to enter school premises at the time of dispersal, i.e. 1:00-1:30pm. Students can be picked from 'Gate 2'.

Domestic staff etiquettes

Parents are responsible for training designated drivers and/or maids about the arrival and departure regulations and to ensure that they are driving in a safe and lawful manner to and from the school. They must also ensure that drivers are courteous and patient during arrival and dismissal times, they do not leave their cars parked in traffic lanes and they observe the ladies parking reservation. Parents must be aware that it is school policy that parents be responsible for their drivers and ensure they follow traffic procedures.

6. **SCHOOL TIMINGS**

| Grade | Arrival | Dismissal |
|---------------------|------------------------------------|--------------------------------------|
| Montessori & KG-1 | Weekdays: 8:30am Friday: 8:30am | Weekdays: 12:30pm Friday: 11:00am |
| KG-2 to X & O-Level | Weekday: 7:45am Friday: 7:45am | Weekdays: 1:10pm Friday: 12:00pm |

TARDINESS & ABSENTEEISM

Late Arrival

Punctuality is one of the key pillars at White House Grammar School. To expedite timely morning arrival, parents may employ routines such as packing school bags and laying out uniforms the night before. Snacks can be prepared the evening prior and refrigerated. Have a routine bed-time for your child. If your kids will be relying on drivers and maids, brief them about the school policy and importance of reporting for duty on time so your children can reach school on time.

On the last day of each month a review of school-wide late-comers will be made. Students with excessive late arrivals will receive a written warning and the next time they arrive late they will not be allowed to exit their vehicles and will be instructed to return home. This one day suspension from school is documented and will be made part of the student's permanent record.

Late Pick-Up

The school expects punctuality with the pickup of students as well. Students should be picked up at their dismissal time unless they are enrolled in an after-school program or activity. Parents should arrive at their child's dismissal time and not before. Teachers will only be on-duty for a short period of time after school dismissal, hence it is very important for the safety and security of your child that they be picked up on time. In the event that a child needs to stay after hours for a school event or function, parents will be informed in advance. Otherwise, students are always to be picked at the regular dismissal time.

▪ **Siblings Club**

Siblings Club is designed for those students who arrive early with older siblings and/or wait at the end of the day for the dismissal time of an older sibling. During both the morning and afternoon time slots they remain under the supervision of a qualified teacher who will engage them in various activities such as outdoor play, singing, art etc. Students of Montessori-KG2 should be dropped off in the morning and picked up in the afternoon directly from the Siblings Club room.

Please note that the sibling club facility is only for those students who have siblings in Grades 1 and above.

Attendance

It is the parent's responsibility to ensure that your child attends school daily. Please note that absences due to avoidable circumstances / scenarios will not be accepted. Your first priority should always be to send your child to school. An absence from school should be immediately intimated via email, phone or a note in the school diary.

Children should have an attendance of 75%. Attendance below 90% will affect learning, progress and achievement and will be investigated as part of our attendance policy.

On the last day of each month, a review of school-wide attendance will be made. Students with excessive unexcused absenteeism will face suspension from school and documentation of this action will be made part of the student's permanent record. In chronic cases, if absenteeism persists even after repeated suspension the student may be placed on attendance probation, asked to repeat the grade level, or may be permanently expelled.

An absence may be excused for the following reasons:

1. Personal illness or injury which makes the student physically unable to attend school;
2. Death in the immediate family;
3. Medical or dental appointment of the student;
4. Participation in a court or administrative proceeding as a party or witness;
5. Participation in a valid educational opportunity, such as travel, with prior approval by the principal
6. The principal shall have discretion to excuse temporary or occasional absences for other good and sufficient reasons. For purposes of this policy, the immediate family includes but is not necessarily limited to grandparents, parents, brothers, sisters, guardians and custodians. The principal must validate and give prior approval for absences due to the death or funeral of other persons.

Attendance & Assessments

In case of a missed homework, class-work or projects due to absenteeism, the child can make up the work and submit it to the teacher to receive a mark. The primary responsibility and initiative lies with the student; students are required to take the missed work from their colleagues and submit to their teacher after completion. Teachers will not be responsible for reminding students to submit overdue 'makeup' assignments.

Students who are absent on a quiz, test or exam day automatically receive zero. In the case of an unavoidable absence due to special circumstances, a Leave Application should be submitted for approval for an average mark to be assigned clearly stating the reason for absence.

Lost & Found Policy

All clothing (and lunch boxes and backpacks) must be labeled. Please keep a permanent marker handy. We do maintain a lost and found area in the school sports shed and all items with names on them will be returned to their owners. Every year an appalling amount of sweaters, ties, pencil boxes, stationary, lunch boxes, water bottles and other possessions are abandoned due to neglect in labeling with a child's name. This causes distress for parents and children.

Children should only bring to school possessions that are relevant to the school activities. Toys, games, fancy watches, mobile phones, multimedia CDs and any objectionable stuff should not be brought to school. If found, it will be confiscated and will be returned to parents only. Children should never bring any kind of perceived weapon to school (examples are toy guns, paper cutters/blades).

Any unclaimed items are eventually donated to charity.

BEHAVIOR

STUDENT STANDARDS OF BEHAVIOR

In order to show respect, maintain safety, and focus on learning, the student is expected to:

1. Follow directions the first time.
2. Speak using polite language, volume, and tone.
3. Keep hands, feet, and objects to themselves.
4. Be where they are supposed to be unless given caution otherwise.
5. Take care of school property and personal belongings.
6. Walk quietly in the hallways and not disturb other classes.

Classroom Behavior

While in the classroom, every child has the right to learn and achieve. We expect students to:

1. Listen and follow all teacher directions without interruption.
2. Do their best and let others do the same.
3. Encourage others to do well.
4. Be polite.
5. Persevere with challenging tasks.

Disruption to lessons is taken very seriously. It is not acceptable under any circumstance. If a child continues to disrupt a lesson, this may lead to serious repercussions.

Disengagement / Lack of focus in Classroom

Students should express desire to listen and comprehend

Behavior in Restrooms

Students are expected to respect the rights of others and act responsibly in restrooms. Any misuse of towels, toilet paper, soap, defacing of restroom facilities, and destruction of property is punishable.

Behavior at Canteen

The Canteen should be a safe, comfortable, inviting, and clean environment where all interactions between students and adults are respectful. Students are expected to follow directions the first time they are given. They must keep voices low while ordering, enjoying their lunch, and practice good manners.

Behavior on Playgrounds/Recess

The playground should be a safe, pleasant, friendly environment where all interactions between students and adults are respectful. Students are expected to follow directions the first time they are given. They must walk in an orderly fashion to the playground, use the equipment responsibly, show respect for others by using appropriate language and leave the playground only when permission is given by an adult in charge.

Behavior on Bus

The same standards of behavior that apply at school also pertain at the bus stop or while boarding, riding and unloading school buses. Students must respect the rights of others and must not pose a threat to the safety of anyone. Students must not distract the bus driver.

Behavior during School Sponsored Activities/Field Trips

Students are expected to conduct themselves in a respectful and responsible manner during school sponsored activities, programs and field trips. Behavioral expectations are consistent with school policies.

Excessive Tardiness, Truancy, Leaving School Without Permission

Students must be on time for school and in their classrooms by 8:00am; missing the bus and oversleeping are not excused reasons for being late to school. Students are to remain in the school premises unless written permission for early dismissal has been provided to the school by a parent/guardian.

Fighting/Physical Aggression

This includes: play fighting, pushing, wrestling, hitting, punching, shoving, kicking, slapping, spitting or throwing harmful objects, etc. involving two or more people. It is any form of physical confrontation and is not allowed.

Littering in the School Campus

Littering inside and outside the School premise is strictly prohibited and offenders will be penalised.

Uniform

School personnel may advise students about appropriate uniform, footwear, and grooming for school, but they may not discipline students for their style of uniform or grooming unless it:

- is likely to cause or causes a disruption to school activities or the educational environment;
- endangers health and safety;
- fails to meet a reasonable requirement of a course or activity, e.g., physical education class, specific field trips or day trips;
- is associated with gangs;
- is lewd, vulgar, obscene, or revealing;
- promotes the use of drugs, tobacco, intoxicants or inhalants.

Wearing fashion accessories such as hats, bands, fancy jewelry, and things along the same lines is prohibited.

Cheating or Plagiarism

This is defined as using the work of others as your own and is highly discouraged.

Inappropriate Use of the Computer Systems

This is defined as accessing or using inappropriate materials including copying or transferring copyrighted materials and software without permission, sharing access to one's personal account, using unauthorized e-mail such as chain letter advertising, instant messaging and chat rooms, cyber bullying, or tampering with any files of another student or staff member.

Incendiary Devices

Possession of firecrackers, matches, lighters, caps or any other object which has potential to start a fire is not allowed in school premises. Students shall not carry the same in their bags. In case of confiscation, strict action will be taken against the pupil.

Discrimination, Harassment and Bullying

Students, school system employees, volunteers, and visitors are expected to behave in civil and respectful manner. The School expressly prohibits unlawful discrimination, harassment and bullying.

Physical Attack on Staff or Fellow Student

This includes any aggressive physical attack on staff member or student. This also includes physical contact (hitting, touching angrily, pushing, shoving, kicking, biting, etc.) in an aggressive manner with the intent to do harm.

Threats and/or Verbal Abuse

This includes any overt or implied verbal or physical threat. Examples include, but are not limited to, telling someone that you will hurt them whether as prank or as a serious suggestion, any conversation or discussion where you suggest action that will cause physical harm to someone, suggesting property destruction, and the like. Use of abusive language is prohibited.

Teasing, Verbal or Non-Verbal

This includes name-calling, put downs, making fun of the way someone talks or walks, making fun of someone's clothing or customs. Non-verbal examples include making faces, drawing inappropriate pictures, poking or pointing, and inappropriate hand gestures.

Malicious Pranks and Pseudo Threats

This includes any act or substance used to cause disruption, panic, or an unsafe situation. This also includes deliberately misrepresenting substances as something they are not.

Acts of Hate / Violence

This is any act of hate/violence including, but not limited to, verbal abuse, slurs (including ethnic, religious, or gender based), threats, physical violence or conduct, vandalism or destruction of property directed against any person.

Inappropriate Language/Gestures

This is the use of profanity, obscene language, or gestures, which are not acceptable in school or on the school grounds. All students and staff are entitled to an environment free from profane, hateful, racist, prejudice or obscene language and gestures.

Theft/Extortion

Extortion is an act of attempting to secure money, property, or favors through a threat or implied threat of physical or psychological harm.

Theft/Burglary

This is taking something, which does not belong to you. Students must demonstrate a respect for the property of others. Any found articles must be returned to the office or the rightful owner.

Insubordination/Disrespect

This is willingly refusing to obey a lawful request of a staff member (e.g., principal, teacher, secretary, building service worker, bus driver, etc.).

Destruction of Property/Vandalism

This includes breaking, damaging or defacing school or private property, including graffiti. This also includes misuse of materials or equipment that results in damage to school or personal property.

False Fire Alarm

False Fire Alarm is activating or causing the fire alarm to sound when there is no real evidence or sign of fire. Falsely reporting a fire endangers the safety of all.

Weapons

This is unauthorized storing, possessing, or carrying firearms, knives, or any other object (including look-alike or pretend weapons) which could be used as a weapon. This is a very serious offense and is strictly prohibited.

Possession and/or Trading/Selling of Non- School Related Items

This includes students having personal toys, trading cards, dolls, IPODs, and other electronic gaming devices. The school is not responsible for the loss of these items. These items are not allowed in school and are best left at home.

Possession or Use of Destructive, Harmful Substances, Illegal Drugs/ Intoxicants/ Inhalants/ Smoking Materials

This is possession of matches, fire crackers, snaps, tobacco products, smoke bombs, stink bombs, pepper spray, or any other destructive or harmful substance. Possession of intoxicants, inhalants, smoking materials or controlled substances is also prohibited.

Possession of Communication and Other Electronic Devices

Beepers, electronic paging devices, and cellular phones or personal radio devices are not allowed. Laser pointers and other disruptive devices will be confiscated.

MOBILE/CELLULAR PHONES

WHGS discourages students of any age bringing cell phones or other mobile devices with them to school. However, we do understand that the children staying late after-school or taking van transport, carpooling or not going directly home may require carrying one for safety purposes. If the parent deems it essential for a student to bring their cell phone to school, the parent must provide a cell phone with no camera, or internet/cellular data roaming (GPRS/3G/4G or Wi Fi) capability. Cell phones with these capabilities will be confiscated.

The student is required to power it off immediately upon entering the school premises. Phones may only be powered on again at dismissal time. They should be used solely for the purpose of contacting parents, drivers or guardians. Any child found with a powered on cell phone during school hours or using their phone for other purposes will be penalized and the phone will be confiscated.

Many models of phones have an option in which parents can restrict the potential telephone numbers that can be dialed or answered from the device by setting a password. Restricting operational contacts to parents, drivers, siblings and a few responsible relatives or guardians is highly recommended. Enquire with your local mobile phone dealership.

In case it is compulsory for the student to bring mobile phone to school, it should accompany with a written application by Parent/Guardian stating valid reason for bringing mobile phone to school, and the mobile phone will be submitted with the Campus Head / Coordinator throughout school hours.

School Phone Facility

Students requiring phone facilities are always welcome to use the school phone facilities at the reception.

HEALTH & SAFETY

Drinking Water

Drinking water is important for health and for mental functioning. Health specialists recommend at least 1 to 2 liters of water daily for children ranging in ages 5 to 18. Drinks high in sugar and salt are not recommended at school.

Water Bottle

Based on the recommended amount of water which children should drink daily, we expect all students to bring to school a water bottle with a minimum capacity of 1 liter. Children should come to school daily with a full bottle of water to ensure that they remain hydrated throughout the day. If participating in after-school sports activities, students should carry an additional water bottle with them. Water is also available for purchase from the school canteen should it be required by students.

School Canteen

The school canteen is available on the premises for students of Classes Montessori to Grade 10/O-Level where they may purchase snacks & drinks during recess. The school canteen is run by a private catering establishment.

Sick Children at School

If a child is contagious please do not send him/her to school. Should a student become sick at school, they will be sent to the school doctor who will properly assess the child. In certain cases, parents will be called and asked to pick up their child. In this situation, parents are requested to pick up their child within one hour.

Personal Hygiene

Parents play a vital role in instilling good hygiene habits in their children. Parents should have an appropriate conversation regarding cleanliness, daily bathing, brushing hair and teeth and body odor. Parents should supervise to ensure that their child is following healthy hygiene practices.

Health Records

Health and safety are paramount in ensuring your child's and the school community's well-being. At the beginning of each academic year parents are required to complete a health form that outlines any health conditions your child may have and any prescription drugs he/she may need throughout the year. If a new medical situation arises in the middle of the academic year, parents are required to update their child's medical health form at school as well as have the emergency relative/guardians phone number and physicians contact number updated.

First Aid & Serious Injuries/Accidents

In the event of an emergency, we will attempt to contact parents immediately about any accidents beyond the Band-Aid category; for these minor injuries a medical slip is filled out and sent home on the day of the incident of which a copy is filed by the school doctor. In case of an accident or serious illness requiring hospital facilities, we will attempt to reach parents based on the contact information provided at the beginning of the year. Depending on the nature of the accident or illness we will drive the child to the nearest hospital. We will continue to call parents until one of them has reached. Accident/injury forms are filled out by the school representative and filed.

Medication

For their own safety, students are not permitted to be in possession of any prescription or over-the-counter medications without permission. School policy does not permit faculty/staff to give any medication (prescribed or over-the-counter) to students without parents' authorization. If your child is unwell and needs to take medication during school, a physician's note must be submitted to the school doctor. The physician's note should state the name of the medication, date, dosage and frequency of administration. Please also ensure that you label the pharmaceutical container with your child's name.

Medical Leave/Hospitalization

During a period of extended (i.e. exceeding 5 days) illness or any hospitalization, parents should inform the school of the nature of the illness and the likely time of absence. Arrangements for homework and make-up work with the faculty and administration should be made after the illness or hospitalization, and before re-enrolment. Parents should inform the administration of any adaptations that may be required. In case of infectious illnesses a 'All Clear' note from the physician is required to be submitted before the student may re-join the school.

Head Lice

If a child is identified with head lice it will be brought to the attention of the school doctor who will examine the child and confirm the diagnosis. Parents will then be notified to administer the required delousing treatment(s). A follow up check will be made by the school doctor. If the infestation is still persisting we will require you to pick up the child that morning and treat them again. This process will continue until the infestation is fully eradicated. Other children of the class are at risk of being infested and therefore the school must maintain a strict policy.

PARENT-VOLUNTEER PROGRAM

Parent Volunteers play a key role in the classroom and other school-related activities. Volunteers may be asked to come in for various activities or events taking place. Examples of volunteer opportunities include read aloud sessions, accompanying students on field trips, guest speaking sessions, etc. Parents who are interested in volunteering at WHGS should contact the Head-Operations & Strategy.

BIRTHDAYS

Policy

Birthdays are very special benchmarks in the lives of young children. However, the school will not conduct or host parties at its campus. The most they can do is distribute candies amongst their classmates and teachers.

Distributing invitations

We suggest celebrating Birthdays at home or external venues under parent's/guardian's supervision. Party invitations may only be distributed at school if, to avoid hurt feelings, at least one entire gender is invited, or the entire class is invited to the party. Please do not shepherd a party group directly from school. Further, we ask that parents use discretion when hosting after-school parties, out of consideration for those not included.

Liability

Invitations must have the parents personal telephone number so invited families may contact the host before deciding to attend. Total liability of safety and security resides with the host and the attending families. The school has no involvement in these events.

GIFTS TO STAFF

Policy

Parents' affection, gratitude, and respect towards the dedicated staff often lead to the desire to send gifts. However, parents are urged NOT to send gifts or presents to school, or to allow children to bring them for teachers. An appropriate alternative is a complimentary email or note from the parent. Children may prepare an appreciative card or craft for a teacher. We request parents not to collect/pool money at the end of year from other parents for the purchase of any gift. Parents wishing to thank teachers may do so individually with a homemade gift/card by the child.

DISCIPLINARY ACTION

While most students consistently observe these standards and behave safely and appropriately, there are times when misbehavior warrants intervention and consequences. Teachers and other staff use a variety of classroom and behavior management strategies to address such behavior. When these strategies are not successful in changing that behavior and/or serious incidents occur, it is necessary for additional action to be taken.

Following are the expected consequences which the School Management reserves the right to take in the event of failure of the students to follow the prescribed Code of Conduct:

| Offence | Consequences | | |
|--|---|---|---|
| | 1 st TIME | 2 nd Time | 3 rd Time |
| 1. Improper uniform | Verbal warning | Verbal warning & call to parents | Send back home & written warning |
| 2. Use of cell phones on school premises during school hours or carrying a phone with camera &/or internet capability | Confiscation for 7 days and collection by parents | Confiscation for one month and collection by parents | Confiscation for remainder of semester and suspension |
| 3. Inappropriate jewelry & makeup | Remove/wash off | Remove/wash off and parents informed | Written warning. May lead to suspension |
| 4. Arriving late to classes | Verbal warning | Written warning & call to parents | Written warning. May lead to suspension |
| 5. Bunking class | Call Parents and 1-day suspension | Written warning and 1-week suspension | Written warning. May lead to expulsion |
| 6. Missing sports or other extracurricular practice/meet | Loss of privilege i.e. break time, games period, field trip, major events. | 1-day suspension & loss of privilege i.e. break time, games period, field trip, major events. | 1-week suspension and conference with parents |
| 7. Repeatedly coming to class without textbooks and/or notebooks | Call parents if text books or copies are missing. | | |
| 8. Inappropriate/Abusive language with fellow students or school staff | Loss of privilege i.e. break time, games period, field trip, major events. | Suspension & loss of privilege i.e. break time, games period, field trip, major events. | 1-week suspension, written warning and conference with parents. |
| 9. Online defamation or threatening or any activity that is objectionable under the Cyber Law Act of Pakistan | Suspension & loss of privilege i.e. break time, games period, field trip, major events. | 1-week suspension, written warning and conference with parents. | Expulsion from school and reporting the case to Cyber Crime department. |

| Offence | Consequences | | |
|---|---|--|---|
| | 1 st TIME | 2 nd Time | 3 rd Time |
| 10. Presenting copied or plagiarized homework | A zero on the assignment | A zero on the assignment and parents must be called | 2-days suspension from school and an overall zero on the homework percentage for the term |
| 11. Cheating in a quiz, test or exam. | A zero on the exam at hand. | A zero on the exam, conference with parents | 2-day suspension from school, written warning and zero in the exam |
| 12. Intentional property destruction, littering, defacing/writing on desks, wall and other surfaces. | Clean-up/pay fine for damages & conference with parents. | Clean-up/pay fine for damages, conference with parents & suspension for 1-day. | Clean-up/pay fine for damages, conference with parents & suspension for 1-5 days. |
| 13. Graffiti | Must pay for the damage & in some cases 1-5 day suspension from school and counseling upon return. | | |
| 14. Verbal bullying/harassment (this includes usage of cell phones and/or other technology in ways that causes discomfort or annoyance to peers, faculty or staff) | Conference with parents. | Conference with parents and warning letter. In some cases, suspension from school. | 5-days suspension & may lead to expulsion. |
| 15. Eating in the classroom | Confiscation of edibles | Confiscation of edibles | Confiscation of edibles and warning letter |
| 16. Challenging/talking back to the teacher. | Conference with parents, warning letter & 1-3 day suspension. Depending on the nature and intensity of the incident, School management reserves the right to expel the student. | | |
| 17. Physical fighting/bullying (on or off campus). | | | |
| 18. Other inappropriate activity that is objectionable in the school premises / our society / our culture | | | |
| 19. Harassment / Bullying / Threatening school staff or students | | | |

Please Note: Careful consideration is given to individual situations, so that the school's response to the student is appropriate. Consequences may be increased in cases of repeat offenses. Suspensions will be considered when behavior is disruptive and detrimental to the operation of the school.

COMMUNICATION

STUDENT MANAGEMENT PORTAL – Bridging the gap between School & Parents

It is an educational platform which aims to develop a strong E-communication bond between schools and parents. Through this app, parents can monitor their child’s progress from just a single touch. While, teachers and school administrators can keep parents in the loop without any worries.

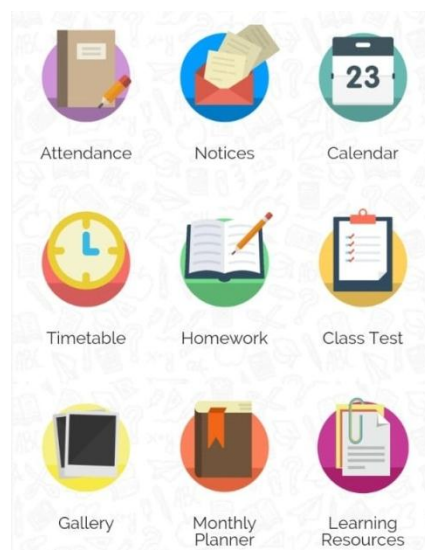
Step 1: Be registered on ‘White House Grammar School’ app.

If you are not registered, follow this process to sign-up for ‘WHGS’ app:

- a. Download app from Google Play Store or Apple Store by searching ‘White House Grammar School’.
- b. Obtain username and password from school’s reception
OR
 Send your GR, mobile number and email address to info@whitehouse.edu.pk. We will revert with login details.

**If you have lost your password, follow Step 1(b)*

Step 2: You will see the main menu once you have successfully logged in.



| | |
|---------------------------|--|
| Attendance | Shows number of Present, Absent and Lates for the current session. |
| Notices | Any communication from school will be listed here. It can be a school-wide announcement, a class-wide notice or a personal communication with Parents of a particular student. |
| Calendar | Upcoming events or important dates will be marked here. |
| Timetable | Day-wise schedule will be displayed under this category. |
| Homework | Assignments or tasks given to students will be listed here. |
| Class test | Schedule for tests will be highlighted here. |
| Gallery | Event photos will be archived in this folder. |
| Monthly planner | Schedule of lectures and topics will be listed here. |
| Learning Resources | Links to online lectures, live classrooms and relevant resources will be listed here. |

SCHOOL MANAGEMENT – PARENT COMMUNICATION

- Parents are expected to take interest in their child’s educational progress and attend all Parent-Teacher meetings conducted throughout the year.
- It is incumbent on parents to ensure that they provide updated information about the student and her/his parents/guardians. This would consist of the current telephone number, home address, work telephone number, up to date information on work address, email ID and emergency contact number/s. Parents must immediately notify the School of any changes in their contact information.
- Parents should stay aligned with school activities, ask their child of the happenings at school and develop interest in the child’s educational career.
- The School Management reserves the right to withhold certificates / report cards or any document etc. in case any information/detail either major or minor is not provided by the parent in the bio data form.
- Parents must also inform the School Management of any important change/factor in the student’s life, for example, a recent medical condition which may affect their studies, separation or divorce of the parents, death of a family member, etc.
- Parents are requested not to send money for any academic projects / co-curricular activities without receiving intimation from School through written or emailed circular with Principal’s signature.
- Parents may be contacted by concerned members of the School regarding their child’s behavior or performance as and when the need arises. This may be in the form of letters, telephonic conversations and meetings. Most communications will be regarding updating about activities, scheduled holidays etc. Behavioral issues such as the following may be discussed:
 - Irregular/ late attendance without genuine justification in documented form through a letter or medical certificate.
 - Habitual idleness and slacking-off in spite of letters of warning to parents to help their child improve.
 - Repeated objectionable behavior such as aggression, non-cooperation, impoliteness and other forms of anti-social behavior.
 - The use of unfair means in tests and exams.
 - Non-compliance of the School’s dress-code, or modification of the dress-code without permission from the School, over a period of time.
 - Possession of banned items.
- The School will keep its parent and student body apprised of necessary information through the following channels:
 - Circulars and/or diary notes.
 - Posting information on the notice board at the gate.
 - In case of emergency or for unscheduled holidays, parents will be informed through the WHGS website / WHGS Facebook page.
- The Principals &/or school authorities will only discuss a students’ case with her parents/guardians. Parents/guardians are requested not to bring any relatives into meetings as they will not be entertained.
- Student’s school record and other documents are strictly confidential and must not be shared with others.
- Parents will be asked to fill out a ‘Parents Feedback Form’ so that the Management may be fully aware of their thoughts on the academics of their child, and on the administration of the School. The School Management appreciates constructive criticism and words of encouragement by parents. The School Management will respond to feedback, wherever required.

TEACHER – PARENT COMMUNICATION

- Parents are expected to interact with the staff and faculty members politely and courteously. If there is a concern or issue which they feel strongly about, they can communicate with the Principal, for a follow up.
- Parents must pledge to preserve the integrity and security of the School and the respect of its staff and must not commit or perform any act(s) that may jeopardize the safety of the students or reputation of the institution.
- The School reserves the right to evict from the School premises or block from social/digital media any parent found to be insulting, unruly, disrespectful and/or threatening towards the School or anyone related to the School Management/ staff /faculty. Their child / ward may be suspended or expelled.
- Any parent found to be attempting to bribe, manipulate and use unfair or illegal means for any purpose with any personnel of the School will face serious repercussions, which could include expulsion of their child, initiation of legal proceedings, or any such action that the School Management deems fit.
- It is mandatory for parents to attend all Parent-Teacher Meetings in which the progress of their child is discussed.

STUDENT COUNSELLING

We aim to help students work through their difficulty, understand themselves better and find ways of managing their situation, offering evidence-based self-help resources, workshops, one to one counselling and consultation.

We arrange need based series of counselling sessions where the counsellor and student talk about the student's issues and feelings. The sessions take place at a regular, agreed time. Counselling may involve talking about life events, feelings, emotions, relationships, ways of thinking and patterns of behaviour. The counsellor will listen, encourage and empathise, but will also challenge to help the student to see their issues more clearly or in a different way.

Counselling is not about giving advice or opinions, nor is it a friendly chat with a friend. The counsellor helps the student to understand themselves better and find their own solutions to resolve or cope with their situation.

Students may experience unexpected circumstances that significantly affect studies, or have ongoing health circumstances or official commitments that require study adjustments. In case of any special consideration, the parents should stay in touch with the school and plan way forward.

VISITING HOURS

Visiting Hours are 09:00 a.m. to 12:00 noon from Monday to Thursday with prior appointment only. Complaints and concerns regarding a student's progress and behavior must be made in writing directly to the Campus Head and not to the class teacher. Parents or visitors are not allowed to see their children or their class teacher while in class. A prior appointment should be taken for a meeting with the Campus head or the section coordinator.

Students are not allowed to bring any ex-student or relative to any School activities or functions without the prior approval of the School Management.

FEE SCHEDULE

Monthly School fee must be cleared within due date mentioned of the fee challan, failure to do so will imply a late fee charge.

- Parents who wish to withdraw their child from the School, should inform the School Management before the month of August, otherwise fee for the whole academic year must be cleared for the issuance of the School Leaving Certificate and Report Card.
- Parents of children who are granted long leave for any reason by the School Management must clear Term Fee for that specific long leave period, in order to secure and retain a seat for their child till they rejoin.
- Defaulters will not be permitted to sit for any examination and will not be issued Report Cards or the CIE Statement of Entry or any certificates.

| Month | Issue Date | Due Date |
|---|--------------------------------|---------------------------------|
| June 2020 | 1 st May 2020 | 12 th June 2020 |
| July 2020 | 1 st Jun 2020 | 12 th Jun 2020 |
| August 2020 & Annual 2020-21 | 1 st Jul 2020 | 12 th July 2020 |
| September 2020 | 1 st August 2020 | 12 th August 2020 |
| October 2020 & Lab charges (Grade IX & X) | 1 st September 2020 | 12 th September 2020 |
| November 2020 | 1 st October 2020 | 12 th October 2020 |
| December 2020 | 1 st November 2020 | 12 th November 2020 |
| January 2021 | 1 st December 2020 | 12 th December 2020 |
| February 2021 | 1 st January 2021 | 13 th January 2021 |
| March 2021 | 1 st February 2021 | 12 th February 2021 |
| April 2021 | 1 st March 2021 | 12 th March 2021 |
| May 2021 | 1 st April 2021 | 13 th April 2021 |
| June 2021 | 1 st May 2021 | 12 th May 2021 |

*In-line with Government policy:

- Fee will be charged on a monthly basis as per above schedule.

- Monthly tuition fee increment will be applied to the actual tuition fee by a maximum of 5% for academic session 2020-21. Any discounts / scholarships / financial aid will be applied to the actual tuition fee.

*Late fee will be donated as per charity policy

*If any Parent intends to withdraw their children / ward for the sake of admission to other school, they should submit application to the concerned Institution/School latest by March 2020 and there will be no fee for the months of Summer Vacations of the academic year 2020-21 i.e. May and June 2021.

BOOKS | COPIES | UNIFORM

Book list will be provided to Parents with school result (for existing students) and with admission voucher (for new students).

Books will be available at the school bookshop while stocks last.

Resource Pack contains copies, reading material, handouts, school diary, code of conduct, stationary (as designated) for the year. It is available at the school bookshop.

Copies can also be purchased separately from school bookshop during the year.

**(White House Grammar School has no financial affiliation or liability with the any of the Uniform Suppliers)*

FEEDBACK / SUGGESTION / COMPLAIN

Your valued feedback and complains are important for us.

Parents are asked to be vigilant at all times, and are requested to intimate any suspicious activity immediately to the Management on info@whitehouse.edu.pk OR at the following numbers:

School landline: 021-34991119

Operations: 0349-4479447 (*Whatsapp available for messaging only*)

Note: WHGS reserves the right to alter or update its Rules and Regulations from time to time. The enrolment of the student and the initial acknowledgement of the Rules and Regulations by parents will be taken as acceptance of the School Policy / Rules and Regulations and any further amendments.

FOR UPDATES



[/whgspk](#)



www.whitehouse.edu.pk



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