



REFLECTIONS

PARENT HANDBOOK

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Mission Statement

To be an exemplary institution, providing a balanced education, to develop God fearing leaders

Important Notice

In respect and regard for the Qur'anic verses, Ahadith and Islamic terminology mentioned at various places in this handbook, parents are advised to handle this book with care and if required, discard it in an appropriate manner.

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Introduction

REFLECTIONS aims to provide children with education that will not only benefit them in this world, but the Hereafter as well. It is our belief that once put on the right path; the students possess the ability to achieve anything and everything they set their minds to.

This will only be possible through the mutual cooperation between the school and the parents.

This handbook has been compiled to provide students and parents with information about the school's policies and procedures.

It will be updated and changed as and when required.

Jazakumullahu Khairan

The Management

Admission Procedure

Registrations open in December for all classes, for the session starting in August. Please contact the Administration office for further information.

Optional Hifz Programme

The Hifz programme at REFLECTIONS starts from Class 2 and ends at Class 5, with Class 5 being the academic drop year. Admissions in Hifz are taken in Class 2 only and registrations start in March for the students of class 1. It is mandatory for interested parents to attend the Hifz orientation and sign the document. Children for Hifz programme are finalized after test and parents' interview. Hifz programme at REFLECTIONS is run under the ambit of REFLECTIONS MADRASA registered with Wifaaq ul Madaris and is an optional programme. A separate Hifz fee is charged for the Hifz programme.

Fee Payment Procedure

a. Admission Fee: One-time payment only, which is non-refundable.

b. Security Deposit: Payment will be made once at the time of admission and is refundable, provided all dues are cleared, when the student leaves the school. It must be collected by the parent/guardian of the child.

c. Tuition Fee: The school fee must be deposited in the schools' bank account/online payment before the due date, as stated on the fee voucher.

A new voucher will be issued in case of change of date or misplacement, with the payment of Rs.500/-.

Delay in fee payment will lead to cancellation of the child's admission.

d. Other Fee: The school may also charge any other fee approved by the Sindh Education Department

Note: It is requested to follow the payment instructions given on the fee voucher. Fee payment on the due date should **not** be made through a pay order.

Parents can make the payment by visiting any Meezan bank branch, or make the payment online if you are a Meezan bank account holder. Options available to you would be online payment through ATM, online banking or Meezan bank application.

School Timings

In order to inculcate discipline and punctuality amongst students, it is important that

they begin their lessons on time.

- a. The school gates will open for students at 7:20 a.m. daily for prep 1 onwards and 8:40 am for nurseries. Students are not allowed in before that.
- b. The school gates will close at 7:50 a.m. for Prep 1 onwards and at 9:00 a.m. for Nurseries.
- c. Please ensure that students are picked up on time, i.e. not later than 15 minutes after off time.

The school timings are as follows:

Classes	Starting Time	Ending Time	
	Monday-Friday	Monday-Thursday	Friday
Nursery	9:00 am	1:00 am	11:55 am
Prep 1-2	7:50 am	1:20 am	12:05 pm
Classes 1-8	7:50 am	3:35 pm	3:35 pm
Classes 9-11	7:50 am	2:25 pm	2:25 pm

For **Hifz students** the following school timings are followed:

Class	Starting Time	Ending Time	
	Monday -Saturday	Monday-Friday	Saturday
Class 2	7:45 am	3:35 pm	1:00 pm
Class 3-5	7:45 am	4: 40 pm	1:00 pm

**School management reserves the right to revise these timings.

Late Arrivals in the Morning

If a student is late for the third time in a month as per school timings, he/she will be sent back home. However, if a student arrives late by 20 minutes or more, he/she will be sent back home, even it is for the first time.

Early Departure

The school does not allow any early leaves. However, in case of emergencies, please obtain permission via email or in writing from the school management. No direct request through any other source will be entertained.

Attendance

It is mandatory for students to attend the **first three days** of the school after vacations. Failing to do so will result in suspension of the student.

For Hifz students it is mandatory to attend the **June and July Hifz** programme.

The following may be considered excusable absences from school:

- a. Illness, quarantine (refer to page no. 14)
- b. Serious family emergency

Students who are absent on medical grounds for two or more consecutive days, will be required to submit a medical certificate to the Administration office.

- a. If a child has been absent without prior notice for two or more consecutive days for any reason other than medical, he/she is required to take an approval from the school management before resuming their classes.
- b. If approval is not taken /granted the child may be suspended from school.
- c. Un-notified/un-approved absences may result in the cancellation of the child's admission, and the child has to re-apply for admission.
- d. It will be the student's and parents' personal responsibility to catch up with any missed lessons (homework/class work/worksheets) as soon as possible with the help of his/her classmates.
- e. In case of unscheduled holidays, the school may remain open on Saturdays as per discretion of the management.
- f. For smooth learning and assessment process of your child, it is imperative to plan your vacations according to the school calendar.

Student I.D. Cards

Parents are requested to ensure that the valid school ID card is presented to the staff on duty by the parent/representative for taking the child home.

If a parent/representative fails to present the student's ID card, the student will not be allowed to go home.

In case the ID card is lost, parents/guardians are required to immediately send a request letter along with a recent passport sized photograph of the student and a reissuance fee of Rs.500/- for the first time and Rs.1000/- for subsequent loss.

Counterfeiting of I.D. cards **will** result in the student's expulsion from school.

Books & Stationery

A complete list of books and stationery will be provided at the beginning of each academic year.

- a. Help your child develop a habit of putting things at their proper places, such as their books, stationery, etc.
- b. A routine bag check will be conducted by the teachers.
- c. All exercise and text books must be labelled and kept neatly throughout the year.
- d. The parent must replace any book lost or misplaced by the student, and work must be updated in a given time. Fancy/Picture/Character stationery, bags, lunch, boxes and bottles are **not allowed**. Such items will be confiscated after one warning.
- e. For those classes that are provided stationery by the school, parents must ensure

that the children do not bring the school property home. If they do, it must be returned to the teacher. The parents must explain to the child that it is an *amanah* and that one is accountable to Allah (SWT) for it.

Uniform & Dress Code

(i) Uniform

Parents must ensure that their children attend school in the school uniform. The uniform must be neat, clean and as prescribed by the school.

Girls' Uniform	Boys' Uniform
<p><i>Nursery - Grade 1</i> Navy blue trouser full length T-shirt full sleeves in house color.</p> <p><i>Grade 2-5</i> Khaki trousers and navy blue A-line shirt, knee length size with white full sleeves. Khakhi scarf (makhna) small and medium.</p> <p><i>Grade 6-11</i> Khakhi trousers and white half sleeves straight qameez (full sleeves made to order). Navy Blue abaya with khakhi panels on shoulders and sleeves (made to order). Khakhi wrapping makhna large and extra-large. Khakhi Niqab optional.</p> <p>Sports Uniform Navy blue trouser full length T-shirt full sleeves in house color.</p>	<p><i>Nursery – Grade 11</i> Sports trousers navy blue - above the ankles T-shirt half sleeves in house color.</p>
<p>Note: (a) Girls' hair should be neatly tied and only black or white hair bands and clips (not fancy) are allowed. (b) No jewellery is allowed, except simple ear studs or small loops. (c) No nail polish or make up is allowed.</p>	<p>Note: (a) Boys should maintain a short and clean haircut at all times (above the collar and should not cover the eyes).</p>

Footwear requirements:

Nursery to Grade 11	Black sports shoes (any brand) with black socks
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Note:

Please ensure that the uniform accessories are clearly labelled with the child's name/initials and class. This is to avoid misplacement of their belongings especially

during *Salah* and school events.

Uniform can be purchased from our stockist.

(ii) School Dress Code

All our students are required to be in their uniform whenever in school or representing the school, unless specified.

For classes 3 and above, if specified to be without uniform, the girls should dress modestly in loose garments with full sleeves and the material should not be see-through. Hair should be completely covered.

For boys, shorts above knees and tank tops are not allowed.

Homework & Diary

Homework is important as it provides the students with opportunities for independent practice, skills reinforcement, research and development of good time management and responsibility. At REFLECTIONS, your child is given just as much homework as he/she can comfortably do with minimum supervision.

(i) Please ensure your child completes his/her homework on time.

(ii) Regular timely submission of assignments is mandatory or the school retains the right to take strict disciplinary action (refer to the disciplinary grid).

Diary

The main purpose of the diary is to note down the homework. Moreover it is also used for sending important information. Kindly remove any circulars/forms/handouts from the diary and return duly signed (if required) by the given date.

It is imperative to check and sign the diary daily.

The diary should not be used for appointments/complaints. For these, kindly follow the official procedure.

Assessment & Examination Policy

Assessment:

We implement multiple assessments throughout the year to accurately measure the students' progress. These vary from teacher's observation to informal and formal assessments. Informal assessments may be **unannounced**. If a child misses it, he/she **will not** be retested.

For Nursery–Class 4: Report cards are based on results gathered from the assessments/evaluations taken throughout the year. Parents may or may not be informed before these evaluations. No formal, end-of-year examinations are conducted for these classes.

For Grade 5-11: Tests will be conducted at two or three specific times during the term. In addition, teachers will also conduct quizzes at various times during the term.

Students will also take end of term Examination(s).

Grades for each term will be a function of the following:

Weightage for Quizzes, assignments, etc. (Formative)	60%
Weightage for end of term Exam (Summative)	40%

Examination:

For Nursery–Class 4: No formal examinations are conducted for these classes.

For Classes 5 – 11, the students will have to sit for the following examinations:

Class	Examination	No. of subjects	Subjects
5 & 6	First Term & Annual	7	English Language, Maths, Urdu, Arabic, Science, Social Studies & Tafseer
7	First Term & Annual	8	English Language, English Literature, Maths, Urdu, Science, Social Studies, Arabic and Tafseer.
8	First Term & Annual	8	English Language, Maths, Urdu, Science, Pakistan Studies, Arabic, Islamiyat and Tafseer.
9-11*	First Term & Annual	Minimum 10	All compulsory and optional subjects.

Report Card Issuance

Student’s progress report will be given at the end of each term. Result and promotion will be withheld if any dues are outstanding.

Promotion Policy

Classes: Nursery – Class 4

Promotion of students of Nursery to Class 4 will be based on class performance and regular evaluations. However, failure to meet the required standard will result in repeating the class. Moreover, minimum attendance required for classes Prep 1 to class 4 is 85%. In case it falls below the minimum percentage, the child will be detained.

Classes 5 - 10

Students from Class 5–10 **will** be detained if:

- A student’s attendance falls below 85%
- A student’s aggregate marks are less than 50%.

External Examinations Policy

A student will not be allowed to appear in External Examinations as regular candidate if:

- i. He/she has not appeared in the Mid-Year and Final Examinations.
- ii. He/she has less than 85% attendance.
- iii. He/she is appearing in a subject that he/she has not opted for and studied in school.
- iv. He/she scores less than 50% marks in the Last Examination taken before external registration.

Academic Support Programme

Academic Support classes are an on-going programme in the school and will be conducted during/after school hours or on Saturdays, if needed.

Private Tutions

The school does not encourage private tutions at all. Moreover, students are strictly **not** allowed to take tutions from any staff member of REFLECTIONS. Disciplinary action may be taken against students who take tutions from any of the school staff member.

Ways of Communication

An effective communication system between the parents and teachers is of utmost importance to achieve academic excellence.

i. Orientation

This event will be held at the beginning of the session, it is mandatory for the parents to attend the Orientation Programme in order to understand the school's policies and procedures. This session is for the new parents.

ii. Parent-Teacher Meetings

Parent-Teacher meetings are generally scheduled twice a year; i.e. once a term. The parents will have an opportunity to meet the teacher and review the child's progress.

iii. Parents-Teacher Conference

Parents-Teacher Conference is conducted on a regular basis if and when required for selected students.

iv. One to One Meeting

If parents/school management need to discuss a particular issue of the child's schooling or have any queries/concerns, they are required to take an appointment through the administration office via email or in writing.

Meetings with Heads will only be scheduled through prior written/email requests.

v. Parents can email their suggestions to :

info@reflections.edu.pk

vi. School Emergency Cell Numbers (0300-0568682-3)

Kindly note, that the school cell phone is to be used as a means of communication in case of an emergency only. The cell phone will remain active on weekdays from 7:30am to 5:00pm and till 2:30pm on Saturdays. Any announcements made during/after school hours will be done through the official WhatsApp groups.

vii. School Text / Email Messaging Service

We have created official WhatsApp groups as part of our commitment to improve school-home communication. We aim to send WhatsApp messages to parents when we have urgent or important information to share with you, including school closures in severe weather conditions. We also use the email system for communication. If you do not seem to be getting any WhatsApp or email messages, please contact us so we add you to our mailing lists and WhatsApp groups.

Library Rules

Borrowing:

- a. A maximum of two books may be borrowed each week.
- b. Books borrowed will have to be returned to the library within a week.
- c. Further books will not be issued till the borrowed books are returned.

If library books are lost or damaged (please check and report the same at the time of issuance) then the following will apply:

- a. Lost book: full book price plus processing fee to be paid to the school.
- b. Book damage: book fine to be paid before the next book is issued.

Snack Rules

The school has provided a snack plan for students of Nurseries to Grade 4. Kindly adhere to it.

Items not permitted in school are:

- a. Chewing gum
- b. Soft/Fizzy drinks
- c. Candies and sour candies
- d. Betel nut (*supari*)/ gotka

There will be a regular bag check of students, and if any student is found carrying any of the above items, it will be confiscated. Parents may be called to school if a student repeatedly brings impermissible items on more than one occasion.

Traffic

Traffic rules have to be followed at all times:

- a. Please refrain from blowing horns outside/inside the school.
- b. Do not park your cars in front of the school gate.
- c. Don't drive at a speed of more than 10km/hr within the school premises.
- d. Do not drop your child on the other side of the road.
- e. For safety reasons, armed security guards accompanying students are not allowed to show their weapons.
- f. Parents will be issued two car stickers. Only those cars displaying these stickers will be allowed to enter the school premises.
- g. Any third/extra sticker will be issued on a payment of Rs. 500/-.
- h. Worn out or a torn sticker can only be exchanged for a new one on presenting the old sticker at the Administration office, free of charge.

Your cooperation is vital for the safety of our children.

Hygiene

At REFLECTIONS we promote proper health and hygiene from an early age. Students are expected to take care of simple things such as keeping their hair tidy, washing their hands before and after eating and keeping themselves clean.

Cleanliness checking is done on a regular basis in the school. You will be notified if your child falls below the expected standard in any given area (refer to the disciplinary grid).

Medication

If a student requires any kind of medication during regular school hours, then arrangements should be made for it to be sent to school. It should be administered by the parent/parent's representative or the school doctor/nurse (after getting approval from the office).

If the school doctor/nurse is requested to administer any medication, the following information should be provided:

- a. Child's name and class
- b. Name of the medicine
- c. Dosage and timings

Note: All medication should be sent in the original packing/container with the child's name and class to avoid any confusion.

Isolation Periods for Various Illnesses/Conditions

The isolation periods stated below are rules of the school, which must be adhered to by all, for general interest.

A child is not allowed to re-enter the school after an infectious disease without a

medical certificate. Children returning after such illness must report to the office before going to class.

Name	Transmission	Isolation Period from School
Head Lice	Incubation period	Until head has been completely cleaned and medicated
Chicken Pox	Infectious before rash appears	14-21 days from onset of rash. No vesicles containing fluids should be present. All lesions should be crusted and all scabs should have fallen off
Measles	Infectious before rash appears	Not less than 7 days from the date of appearance of the rash and one week for further recovery
Mumps	Infectious before symptoms appear	Not less than 2 weeks from onset, provided that one clear week has elapsed since the subsidence of all swelling
Conjunctivitis	Infectious during symptoms	Until symptoms have cleared
Ringworms	Spread by direct person to person contact and through contact with contaminated surfaces	Child may return when certified cured by the doctor
Hepatitis	Infectious through various means	Hep A: 15-50 days Hep B: 45-60 days Fitness certificate from a doctor is essential
German Measles	Infectious before rash appears	7 days after onset of rash. Child may return when certified cured by paediatrician or dermatologist

Scabies	Transmitted via clothing, bedding etc. to household contacts, but direct skin contact is the predominant factor	Child may return when certified cured by paediatrician or dermatologist
Dysentery & diarrhoea	Infectious even after symptoms subside	Until child has fully recovered and is symptom free
Typhoid Fever		Minimum 2 weeks, fitness certificate from a doctor is essential
Whooping Cough		At least 2 weeks from onset and until cough has subsided
Diphtheria		Until certified fit by the doctor
Poliomyelitis		Until certified fit by the doctor

Emergencies

If a student should become ill or meet with an accident during school hours, the school office will contact the parent. It is vital, that an up-to-date emergency contact number is given to the school. Please ensure that the health form (provided by the school) is filled completely and duly signed.

Any change in address/contact phone numbers must be promptly informed to the Administration office.

Holiday Notifications

Please follow the School Event Calendar provided to you for all gazetted holidays schedule. For unscheduled holidays, it is to be assumed that the school will remain open for all classes, unless announced otherwise by the school management. A notice will be shared via official WhatsApp groups.

Valuables

Valuables should not be brought to school (unless asked for). The school reserves the right to confiscate any such items if found in possession. Also, any damage to school property will result in a penalty, which may include full payment of damages.

Prohibited Items

Parents and students should note that the items listed below are prohibited or banned by the school. Students must not bring these items to school.

- (i) weapons e.g. guns, knives, and dangerous sprays
- (ii) Lighters, matches, fireworks, pocket lasers
- (iii) Electronic gadgets
- (iv) Cigarettes and illegal drugs
- (v) Mobile phones and tablets

Lost and Found

- a. Lost and unidentified articles found in school are kept in the 'lost and found' area. Be sure to label all items that your child brings to school.
- b. The school will not be held accountable for any student's lost property.
- c. Unclaimed material shall be given away as charity at the beginning of each month.

Birthdays/Parties

The school does not encourage celebrating birthdays. Do not invite children, have parties for them, but do not do it specifically for their birthdays. Moreover, there should be no music or any other activity which is against Islamic teachings and values.

Party cards will only be distributed through school if **all** the students of the class are invited. Invitation cards with characters/pictures on them will not be distributed.

Distribution of sweets or edible items is strictly not allowed, except at the time of completion of Hifz.

Gifts

School has a no-gift policy at place.

Tipping domestic staff

Do not give anything directly to the domestic staff. There are a lot of people who work just as hard for your child's comfort. Should you wish to give anything, give them *dua*.

Withdrawal from Hifz Programme

Parents wishing to withdraw their child from the Hifz programme are required to submit an application, **in writing**, to the administration office. Two months' notice should be given or two months' fee to be paid in lieu of the notice. If the school decides to remove the child, then one month's fee will be charged.

Withdrawal from school

a. From July to March:

At least one calendar months' notice, in writing, is required for withdrawal of a child. If the letter is received by the end of the month, the next month's fee will be charged; otherwise, two months fee will be charged. For example, if the withdrawal notice is received on 25th November, then only fee for December will be charged. However, if the letter is received on 1st December, then fee for December and January will be charged.

All withdrawal requests received after 1st July will require parents to pay the Book Bank fee too.

b. From March to June:

Fee till the month of June will be charged for all withdrawal applications received from 1st March onwards.

The withdrawal letter must include a request for a refund of the security deposit and any advance payment.

Refunds may be collected from the office, one month from the date of submission of the withdrawal letter.

The school may cancel the admission of the student due to non-attendance, leave without approval, delay in fee payment, misconduct or any other serious offence.

Parents need to clear all dues, in order to get the security deposit refunded. It will take approximately a month to get the refund. Parents withdrawing their children in June will get their refunds by 1st week of July.

School Leaving Certificate

School leaving certificates will be issued only to the parents/guardians, provided there are no outstanding dues against the student.

Behavioural Probation

In case of a major school policy violation, or repeated violations of rules despite warnings, a student may be placed on Behavioral Probation. Behavioral offences include:

- Responding to an adult in an insubordinate manner, a manner that would be considered other than polite and respectful and/or disruption of the instructional environment, willful and persistent disobedience
- Bullying, including cyber bullying
- Fighting in any form including "play fighting"
- Verbal or physical assault
- Intentionally inciting fear or panic within the community
- Harassment (verbal, written, graphic, electronic)
- Production or distribution of malicious content in an attempt to damage an individual or the school's image/reputation

- Hazing activities - persecuting or harassing with meaningless, difficult, or humiliating tasks
- Possession or use of instruments designed to inflict physical harm
- Vandalism of any type/graffiti
- Theft
- Possession of stolen items
- Obscene language, gestures, or graphics, including the improper use of information technology devices
- Possession or distribution of pornographic material
- Extortion, insubordination or disrespectful behavior
- Forceful, unapproved or irregular entry (or attempts of entry) to school facilities, campus or classroom buildings
- Altering official school documents, report cards or progress reports
- Use of profane, vulgar or other improper language
- Plagiarism, collusion, malpractice in a testing situation
- Forgery, counterfeiting, or alteration of hall passes, gate passes, ID cards
- Leaving school without authorization
- Possession and/or use of tobacco, alcohol, drugs (including possession of cigarettes and/or smoking)
- Inappropriate dress
- Tardiness to class
- Driving to or from school or any school-sponsored event
- Skipping class
- Any other breach of conduct as deemed appropriate by the administration.

Various offences and their consequences

Offences	First Offence in a Month	Second Offence in a Month	Third Offence in a Month	Fourth Offence in a Month	Fifth Offence in a Month
Late Arrival	Verbal Warning & name noted	Verbal Warning & name noted	Child to be sent back home	Child to be sent back home	Child to be sent back home
Offences	First Offence in an Academic Year	Second Offence in an Academic Year	Third Offence in an Academic Year	Fourth Offence in an Academic Year	Fifth Offence in an Academic Year
Untidy Uniform	Verbal warning	1 st Written warning	2 nd Written Warning	Child to be sent back home	
Incorrect Uniform	Parents to send correct uniform, child to wait outside class till then	Parents to send correct uniform, child to wait outside class till then	Child to be sent back home		
Long nails	To be trimmed at school and verbal warning	To be trimmed at school and written warning			
Lice/ Nits	First warning letter is sent	Child to be sent back home	Child to be sent back home	Suspension till cleared	
Long hair for Boys	Verbal warning	Written warning	Suspension till hair cut		
Using unfair means during tests/Cheating	Written warning given, Child to be marked "Zero" in the test	Suspension from school for 1 day	Suspension from school for 3 day	Expulsion from school	
Forgetting to bring books/Incomplete Assignments	Counsel & written apology	Note to parents, counselling and written apology	Detention during snack break	Detention during snack break	Call the Parents

Offences	First Offence in an Academic Year	Second Offence in an Academic Year	Third Offence in an Academic Year	Fourth Offence in an Academic Year	Fifth Offence in an Academic Year
Teasing/Mocking/Insulting: Pre-Primary	Counselling & verbal apology	Counselling & verbal apology	Detention during snack/sports break	Note to parents	Meeting with parents
Teasing/Mocking/Insulting: Primary, Middle & Senior	Counselling & written apology note	Counselling ,inform parents, detention & written apology	Primary: Child to call parents, written apology and detention	Meeting with parents	
			Middle & Senior: Child to call parent and apology note		
Bullying/Rudeness/Verbal Abuse/Swearing/Physical Abuse	Counselling	Counselling	Note in diary to be signed by parents & detention	Meeting with parents	Suspension for 3 day
	Sixth Offence: Suspension for a week	Seventh Offence: Expulsion from school			
Bringing Toys/Valuables to school without Permission	Confiscate & return at day end	Confiscate & return at end of term	Confiscate & return at end of session to the parents only	Confiscate & return at end of session to the parents only	Confiscate & return at end of session to the parents only
Possession of Fire Crackers; Matches,etc.,and causing a fire or discharging of firecracker.	Warning letter sent to parents	Suspension from school for 3 days	Suspension from school for 1 week	Expulsion from school	
Poor Attendance (Absences more than 20%)	Explanatory note required after two months	Written notice. Meeting with parents. Undertaking signed after the first term	Child's promotion to be withheld at the end of the academic year		

Contacting the School

Parents are welcome to contact the school with questions or to organize meetings when needed. Please respect the need for courteous communication and please maintain the confidentiality in which we share these numbers and addresses.

Reception	(021) 351 20 454-5 0300-0568682-3 info@reflections.edu.pk www.reflections.edu.pk
Pre-Primary School (Nursery to Prep-2)	hm.pps@reflections.edu.pk
Primary School (Grades 1 to 4)	hm.ps@reflections.edu.pk
Middle School (Grades 5 to 7)	hm.ms@reflections.edu.pk
Senior School (Grades 8 to 11)	hm.ss@reflections.edu.pk