

REFLECTIONS



**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 via voucher before the due date stated on the fee voucher.

A new voucher will be issued in case of change of date, 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 9:10 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 9:30 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:

|                | Starting Time | Ending Time     |          |
|----------------|---------------|-----------------|----------|
| Classes        | Monday-Friday | Monday-Thursday | Friday   |
| Nursery        | 9:30 am       | 1:00 pm         | 11:50 am |
| Prep 1 and 2   | 7:50 am       | 1:20 pm         | 12:00 pm |
| Grades 1 and 2 | 7:50 am       | 2:25 pm         | 2:25 pm  |
| Classes 3-11   | 7:50 am       | 2:35 pm         | 2:35 pm  |

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

|                  | Starting Time    | Ending Time   |          |
|------------------|------------------|---------------|----------|
| <b>Class</b>     | Monday -Saturday | Monday-Friday | Saturday |
| <b>Class 2</b>   | 7:50 am          | 2:25 pm       | 1:00 pm  |
| <b>Class 3-5</b> | 7:50 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 day** of school after vacations. Failing to do so will result in suspension of the student for 1 day.

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.

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

**Footwear requirements:**

|                     |   |
|---------------------|---|
| Nursery to Grade 11 | Black sports shoes (any brand) with black socks |
|---------------------|---|

**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 and independently.

(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**.

*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 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 Examinations.

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 9       | 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 Prep-1 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 Classes 5–9 **will** be detained if:

- a. A student's attendance falls below 85%
- b. 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.

## Remedial 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 Tuitions

The school does not encourage private tuitions at all. Moreover, students are strictly **not** allowed to take tuitions from any staff member of Reflections. Disciplinary action may be taken against students who take tuitions 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](mailto: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 1:30 pm 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 provides a snack plan for all students. 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*)/ gutka

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. Follow general traffic rules, especially outside the school.
- f. For safety reasons, armed security guards accompanying students are not allowed to show their weapons.
- g. Parents will be issued two car stickers. Only those cars displaying these stickers will be allowed to enter the school premises.
- h. Any third/extra sticker will be issued on a payment of Rs. 500/-.

- i. 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 and smooth flow of traffic at drop off and pick up times.

## 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<br>Hep B: 45-60 days<br>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. knives, and dangerous sprays
- (ii) Lighters, matches, fireworks, pocket lasers
- (iii) Electronic gadgets
- (iv) 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 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. Hifz withdrawal is not allowed during the academic year.

## 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 25<sup>th</sup> November, then only fee for December will be charged. However, if the letter is received on 1<sup>st</sup> December, then fee for December and January will be charged.

### **b. From March to June:**

Fee till the month of June will be charged for all withdrawal applications received from 1<sup>st</sup> 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.

## 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 probations are over and above the offences listed below in the grid. Moreover, Behavior probation and/or other disciplinary actions (including expulsion) may be taken for offenses as deemed fit by the school.

## Possession of items leading to expulsion

If a student is found in possession of any of the follow items, he/she shall be expelled from the school keeping in mind the safety and wellbeing of all other students.

1. Cigarettes and e-cigarettes
2. Vapes
3. Drugs and alcohol
4. Fire arms

## Various offences and their consequences

| <b>Offences</b>                                  | <b>First Offence in a Month</b>  | <b>Second Offence in a Month</b>                                       | <b>Third Offence in a Month</b>             | <b>Fourth Offence in a Month</b>          | <b>Fifth Offence in a Month</b>          |
|--|--|--|---|---|--|
| 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               |
| Untidy Uniform                                   | Verbal warning   | 1 <sup>st</sup> Written warning  | 2 <sup>nd</sup> 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                                       | Verbal warning   | To be trimmed at school and verbal warning                             | To be trimmed at school and written warning |   |  |
| Lice/ Nits                                       | First written warning is sent  | Child to be sent back home   | Suspension till cleared                     |   |  |
| Long hair for Boys                               | Verbal warning   | Written warning  | Suspension till hair cut                    |   |  |
| <b>Offences</b>                                  | <b>First Offence in an Academic Year</b>                               | <b>Second Offence in an Academic Year</b>                              | <b>Third Offence in an Academic Year</b>    | <b>Fourth Offence in an Academic Year</b> | <b>Fifth Offence in an Academic Year</b> |
| Using unfair means during tests/Cheating         | Written warning given, Child to be marked "Zero" in the test           | Suspension from school for 2 days                                      | 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/bullying:<br>Pre-Primary  | Counselling & verbal apology                      | Counselling & verbal apology   | Detention during snack/sports break                           | Note to parents   | Meeting with parents              |
| Teasing/Mocking/Insulting/Bullying:<br>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        |   |                                   |
| Verbal Abuse/Swearing/Physical Abuse  | Counselling                                       | Counselling  | Note in diary to be signed by parents & detention             | Meeting with parents  | Suspension for 1 day              |
|   | <b>Sixth Offence:</b><br>Suspension for 3 days    | <b>Seventh Offence:</b><br>Suspension for 7 days   | <b>Eighth Offence:</b><br>Expulsion from school               |   |                                   |
| Bringing Toys/Valuables/Phones to school without Permission                                 | Confiscate & return next day to parents           | Confiscate & return after a week to parents  | Confiscate & return after 2 weeks to parents                  | 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 7 days  | Expulsion from school   |   |                                   |
|   |   |  |   |   |                                   |
| Poor Attendance (Absences more than 20%)  | Explanatory note required after <b>two months</b> | Written notice.<br>Meeting with parents.<br>Undertaking signed after the <b>first term</b> | Explanatory note required after <b>two months</b>             | Child's promotion to be withheld at the <b>end of the academic year</b> |                                   |

## Child Protection Policy

We, at Reflections, commit to zero tolerance for any form of child abuse and to provide all possible protection, safety, support and dignity to every child. Child protection concerns include suspected, alleged, self-disclosed, or observed harm or abuse of a child by anyone associated within the school which must be investigated and followed by appropriate action. School recognizes:

- That every child has the right to be protected equally from physical, emotional and sexual abuse regardless of age, disability, gender and racial heritage.
- That protection and welfare of children is of paramount importance, regardless of all other considerations.
- That there is a need to adopt safe practices to minimize the possibility of abuse, harm or accidents happening to children at school.
- That there is a need to create an environment of openness, accountability and responsibility so that children feel safe, valued and respected.
- That it is of utmost importance to work in partnership with their parents and guardians to promote their children's wellbeing.
- That all child protection concerns will be handled/considered within the framework set in the Parent Handbook.
- That there is a need to respect confidentiality in dealing with child protection matters.

## 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.

|   |  |
|---|--|
| <b>Reception</b>                                  | (021) 351 20 454-5<br>0300-0568682-3<br><a href="mailto:info@reflections.edu.pk">info@reflections.edu.pk</a><br><a href="http://www.reflections.edu.pk">www.reflections.edu.pk</a> |
| <b>Pre-Primary School<br/>(Nursery to Prep-2)</b> | <a href="mailto:hm.pps@reflections.edu.pk">hm.pps@reflections.edu.pk</a>   |
| <b>Primary School<br/>(Grades 1 to 4)</b>         | <a href="mailto:hm.ps@reflections.edu.pk">hm.ps@reflections.edu.pk</a>   |
| <b>Middle School<br/>(Grades 5 to 7)</b>          | <a href="mailto:hm.ms@reflections.edu.pk">hm.ms@reflections.edu.pk</a>   |
| <b>Senior School<br/>(Grades 8 to 11)</b>         | <a href="mailto:hm.ss@reflections.edu.pk">hm.ss@reflections.edu.pk</a>   |