



REFLECTIONS

PARENT HANDBOOK

www.reflections.edu.pk



info@reflections.edu.pk



Tel: (021) 351 20 452-5



Cell: +923000568682-3



WhatsApp: +923000568681



NA, Class 24, Deh Dih, Ibrahim Hyderi Road, Korangi Creek, Karachi



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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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 continues for a maximum of 4 years, with students joining the academic drop year class (DY) after Class 4. Admissions in Hifz are taken in Class 2 only and registrations start around March for the students of class 1. It is mandatory for interested parents to attend the Hifz orientation and sign the document. Admission for Hifz programme is 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.

Currently, 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 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
Classes 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	
Class	Monday -Saturday	Monday-Friday	Saturday
Class 2	7:50 am	2:25 pm	1:00 pm
Classes 3-5	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:

- Illness, quarantine (refer to quarantine section)
- 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.

- 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.
- 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 until relevant verification is made. Repeated failures in this case, may lead to disciplinary action.

In case the ID card is lost, parents/guardians are required to immediately send a request letter a reissuance fee of Rs.500/- for the first time and Rs.1000/- for subsequent losses. **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.
- e. Picture/Character stationery, bags, lunch boxes and bottles are **not allowed**. Such items will be confiscated.
- f. 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 correct school uniform. The uniform must be clean, properly ironed and as prescribed by the

school. The length and size of the uniform should be appropriate to properly fit and cover the child.

Girls' Uniform	Boys' Uniform
Nursery - Class 1 <ul style="list-style-type: none"> • full length navy-blue trousers with white stripes • navy-blue full sleeved t-shirt with house-colour stripes • khakhi scarf (makna) <u>optional</u> 	Nursery – Class 11 <ul style="list-style-type: none"> • navy blue, above-the-ankle trousers, with white stripes • navy blue half sleeved t-shirt with house colour stripes.
Classes 2-5 <u>Scarf</u> <ul style="list-style-type: none"> • khaki scarf (makna) <u>Regular Uniform</u> <ul style="list-style-type: none"> • navy-blue shalwar and knee-length kameez with full sleeves <u>Sports Uniform</u> <ul style="list-style-type: none"> • navy-blue, covering-the-ankle trousers, with white stripes • navy-blue full sleeved t-shirt with house-colour stripes 	
Classes 6-11 <u>Abaya (made to order)</u> <ul style="list-style-type: none"> • navy-blue ankle-length abaya with khaki panels on shoulders and sleeves • khaki stole (2 meters x $\frac{3}{4}$ meters) or khaki scarf (makna) • khaki niqab (optional) <u>Regular Uniform</u> <ul style="list-style-type: none"> • navy-blue shalwar and knee-length kameez with half sleeves (full-sleeves made to order) <u>Sports Uniform</u> <ul style="list-style-type: none"> • navy-blue, covering-the-ankle trousers, with white stripes • navy-blue full sleeved t-shirt with house colour stripes 	
<u>Note</u> <ul style="list-style-type: none"> • Girls' hair should be neatly tied using simple hair bands and hair ties (not fancy). • Jewellery, except simple ear studs, small loops & simple rings, is not allowed. • Nail polish and makeup are strictly not allowed. • Girls from classes 2 to 11 may wear the sports uniform throughout the week. 	<u>Note</u> <ul style="list-style-type: none"> • Boys should maintain a short and clean haircut (above the collar and eyes). • Jewellery, including rings, bracelets, neck chains etc., is strictly not allowed.

Wearing undergarments is mandatory for all students.
Footwear - Nursery to Grade 11 (boys and girls) <ul style="list-style-type: none"> • plain black sports shoes (any other coloured markings or sole is not allowed) • plain black socks covering the ankles (without any markings)

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) Winter Uniform

Winter hoodie	Navy blue hoodie with school logo, and with grey inner and zip
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Also note that in case of extreme cold weather, students may wear the following according to the rules stated:

1. Gloves (plain black or navy blue)
2. Beanie caps (plain black or navy blue)
3. Inner shirt/high neck (plain white or plain black only)

(iii) 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 Class 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, tests 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	First Term & Annual	9	English Language, English Literature, Maths, Urdu, Arabic, Science, Social Studies, Tajweed & Tafseer
6 & 7	First Term & Annual	9	English Language, English Literature, Maths, Urdu, Arabic, Science, Social Studies, Quran Tarjuma & Tafseer
8	First Term & Annual	9	English Language, English Literature, 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%.
- c. A student fails 2 or more core subjects (English, Urdu, Mathematics and Arabic)

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-term and/or Final examinations prior to the external exam.
- 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, unless a mock exam is taken by the student.
- iv. He/she scores less than 50% marks in the Last Examination taken before external registration.

Remedial Programme

Remedial classes are offered to students during the school hours. Students may be detained during sports, art, library and other lessons to conduct these classes. Moreover, students may be called on Saturdays for these remedial classes. Also note that remedial classes will only be offered if the academic team at school feels that the child needs these classes.

Private Tutions

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 parents of new admission students.

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, 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 4:50pm and till 1:10 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 three books may be borrowed each week, subject to librarian's permission.
- 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 horn outside and inside the school.
- b. Do not park your car 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 whether it be nails, hair, uniform or general cleanliness (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 nurse (after getting approval from the office in writing).

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.

Illness	Infectious Period / Mode of Spread	Return to School Criteria
Head Lice	Spread by direct head-to-head contact	Until hair has been treated with medicated shampoo and is lice/nit-free
Chickenpox	Infectious 1–2 days before rash until all lesions are crusted	Minimum 7 days after rash appears and all lesions must be crusted over with no new vesicles
Measles	Infectious 4 days before to 4 days after rash appears	At least 7 days after onset of rash and child appears well
Mumps	Infectious 1–2 days before swelling until 5 days after	At least 9 days from onset of swelling and when swelling has subsided
Conjunctivitis	Infectious while symptoms persist	When eye discharge stops and eyes appear normal
Ringworm (Tinea)	Spread by direct contact and contaminated surfaces	After 48 hours of antifungal treatment or when certified cured by doctor
Hepatitis A	oral route; infectious 1–2	After minimum 7 days from onset

Illness	Infectious Period / Mode of Spread	Return to School Criteria
	weeks before to 1 week after jaundice appears	of jaundice and with doctor's fitness certificate
Hepatitis B	Blood/body fluids; long incubation	Return only with doctor's clearance; depends on recovery stage
German Measles (Rubella)	Infectious 7 days before and after rash appears	Minimum 7 days after rash onset and with pediatrician or dermatologist's clearance
Scabies	Spread mainly by direct skin contact	After 24 hours of appropriate treatment and doctor's certification
Dysentery / Diarrhea	Infectious during and after symptoms in some cases	Until symptom-free for at least 24 hours and fully recovered
Typhoid Fever	oral transmission	At least 2 weeks from diagnosis and doctor's fitness certificate
Whooping Cough (Pertussis)	Highly infectious; airborne droplets	At least 5 days after start of antibiotic treatment or 3 weeks from onset if untreated
Diphtheria	Spread via respiratory droplets	Return only after full antibiotic course and clearance from doctor
Poliomyelitis	oral route or respiratory	Return only after full recovery and doctor's clearance

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 and vandalism

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 allowed. However, kindly limit them to simple edibles and avoid extravagance. Items prohibited by school will not be allowed for distribution like hard candies for children, chewing gums etc. The same applies for Umrah/Hajj Tabarruk, where parents are only allowed to give edible items like dates and Zamzam. Cakes and other such items are not allowed.

Gifts/tips

School has a no-gift policy at place. Parents are not allowed to give any gifts to teachers, domestic staff or any other person associated with the school except simple edible items mentioned above.

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. One months' notice should be given or one 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 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.

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.

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 in the disciplinary 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, vapes and e-cigarettes
2. Drugs and alcohol
3. Fire arms

Various offences and their consequences

Offenses	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
Untidy/un-ironed Uniform	Written warning to parent through diary/email	2 nd Written warning through WhatsApp & email	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		
Incorrect shoes	1 st Written warning through WhatsApp & email	Parents to send correct shoes, child to wait outside class till then			
Incorrect swimming costume	Not allowed to swim				
Incorrect hoodie/gloves/beanies	1 st Written warning through WhatsApp & email	2 nd Written warning through WhatsApp & email	Confiscate and return after a week		
Long nails	1 st Written warning through WhatsApp & email	2 nd Written warning through WhatsApp & email	To be trimmed at school and written warning		
Lice/ Nits	1 st Written warning through WhatsApp & email	Child to be sent back home	Suspension till cleared		

Long hair for Boys	1 st Written warning through WhatsApp & email	2 nd Written warning through WhatsApp & email	Suspension till hair cut		
Offences	First Offence of the year	Second Offence of the year	Third Offence of the year	Fourth Offence of the year	Fifth Offence of the year
Using unfair means during tests/Cheating	Written warning given, Child to be marked "Zero" in the test	Suspension from school for 1 day, Child to be marked "Zero" in the test	Expulsion from school		
Forgetting to bring books/Incomplete Assignments	<u>Preprimary and primary:</u> Inform parents via diary <u>Middle and senior:</u> Counsel & written apology	1 st Written warning through WhatsApp & email	Meet the parents and raise issue	Meet the parents again and raise issue	Undertaking for promotion
Teasing/Mocking/Insulting/bullying: Pre-Primary	Counselling & verbal apology	Meeting with parents	Meeting with parents		
Teasing/Mocking/Insulting/Bullying: Primary, Middle & Senior	Counselling & written apology note/incident form	Counselling & written apology/incident form	<u>Primary:</u> Meeting with parents <u>Middle & Senior:</u> In-school detention and informing parents	Meeting with parents	Suspension for 1 day

Verbal Abuse/Swearing/Physical Assault	Counselling & written apology note/incident form	Meeting with parents	Meeting with parents again and warning letter issued	Suspension for 1 day	Suspension for 3 days and Referral to disciplinary committee
Bringing Toys/Valuables to school without Permission	Confiscate & return at day end	Confiscate & return after 3 days	Confiscate & return after 2 weeks to parents		
Possession of Fire Crackers; Matches, etc., and causing a fire or discharging of firecracker.	Suspension from school for 1 day	Suspension from school for 7 days	Expulsion from school		
Deliberately missing a class	Counselling & written apology note/incident form	Meeting with parents	Meeting with parents again and warning letter issued	Suspension for 1 day	Suspension for 3 days and Referral to disciplinary committee
Misconduct with the teacher	Meeting with parents and child to be suspended for a day	Meeting with parents and child to be suspended for 7 days	Meeting with parents and child to be expelled from school.		
Physically abuse anyone at school	Meeting with parents and child to be suspended for a day	Meeting with parents and child to be suspended for 7 days	Meeting with parents and child to be expelled from school.		
Bringing cell phone/tablet to school	Child to be sent home immediately and suspended for a day.	Child to be sent home immediately and suspended for 7 days.	Child to be sent home immediately and expelled from		

			school.		
Poor Attendance (Absences more than 15%)	Explanatory note required after two months	Written warning. Meeting with parents. Undertaking signed after the first term	Child's promotion to be withheld at the end of the academic year		

Disclaimer: The above disciplinary consequences are subject to individual incidents and may be dealt with on case to case basis based on the history, severity and circumstances of the incidents and instances mentioned above.

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.

Front Desk	(021) 351 20 454-5 0300-0568682-3 info@reflections.edu.pk www.reflections.edu.pk
Preprimary Section (Nursery to Prep 2)	hm.pps@reflections.edu.pk
Primary Section (Classes 1 to 4)	hm.ps@reflections.edu.pk
Middle Section (Classes 5 to 8)	hm.ms@reflections.edu.pk
Senior Section (Classes 9 to 11)	hm.ss@reflections.edu.pk