

CONTACTS

School: 0345 852 9599

Email: emkay.school1@gmail.com

ADDRESS:

Ghulam Muhammad Wala,

Chak 8 DB,

Naseerwala Road (near Harnoli Mor),

District Mianwali.

Coordinates: 32° 19.643 'N, 71° 29.7233 'E



EMKAY SCHOOL

GHULAM MUHAMMAD WALA, MIANWALI

PAKISTAN



SCHOOL INFORMATION & REGULATIONS

Contacts:

Phone No. 0345 852 9599

Email: emkay.school1@gmail.com

Contents

<i>GENERAL INFORMATION</i>	1
<i>Introduction</i>	1
<i>EMKAY's Teaching Faculty</i>	2
<i>Rules</i>	2
<i>ADMISSIONS:</i>	3
<i>Admission in Class Nursery:</i>	3
<i>Lateral Entry Admission (class Prep onwards):</i>	3
<i>Re-admission:</i>	5
<i>Qualifying Test:</i>	5
<i>Eligibility:</i>	5
<i>FEE STRUCTURE:</i>	6
<i>Payment of Fee and Dues</i>	6
<i>Student Withdrawal</i>	7
<i>SUBSIDIES AND CONCESSIONS</i>	7
<i>Sibling concession</i>	7
<i>Staffs' child concession</i>	7
<i>SCHOOL UNIFORM AND GENERAL APPEARANCE</i>	8
<i>Uniform Boys (Nursery onwards)</i>	8
<i>Uniform Girls (Nursery to class IV)</i>	9
<i>Uniform Girls (Class V and onwards):</i>	9
<i>ACADEMICS</i>	10
<i>Academic Year</i>	10
<i>Curriculum</i>	10
<i>Subjects taught:</i>	10
<i>Teaching Methodology</i>	11
<i>Lesson Planning/ Teaching</i>	11
<i>Student Diary</i>	11
<i>Homework</i>	11
<i>Assessment and Reports</i>	12
<i>Parent-Teacher Meetings/Interviews</i>	12
<i>Promotion policy</i>	13
<i>Library</i>	13
<i>Laboratories</i>	13
<i>Private Tuition</i>	13
<i>EXTRA/CO-CURRICULAR ACTIVITIES</i>	14

<i>Educational Trips /Visits</i>	14
<i>Sports</i>	14
<i>Music</i>	14
<i>Plantation</i>	14
<i>Leadership Training</i>	15
<i>Class Monitors</i>	15
<i>School Proctors</i>	15
DISCIPLINE/ CONDUCT	16
<i>Honour Code</i>	16
<i>Conduct</i>	16
<i>Green & Blue cards:</i>	17
<i>Attendance</i>	18
<i>Absences</i>	19
<i>Care of Personal and School Property</i>	20
<i>Guide lines for hygiene regarding children to parents</i>	21
SPECIFIC GUIDE LINES FOR PARENTS	22
CHILD PROTECTION POLICY	23
FIRST AID	24
EMERGENCY CONTACT	24
MEDICAL CONDITION	24

GENERAL INFORMATION

Introduction

The most vital ingredient of any nation's wealth is its intellectual asset, and only those nations that provide quality education to their youth can hope to progress and prosper. The needs of twenty first century make it abundantly clear that excellence in higher education, especially in the professional and technical fields, is becoming the most urgent need of the day. Quality schooling, thus, becomes a pre-requisite at the foundation level.

Good schools and colleges are mostly in the private sector and are expensive. Thus, by virtue of access to better education, a very small percentage (1-2%) of country's affluent population is dominating the nation in all the fields. It is no surprise that standards in every walk of life are falling as nearly 98% of nation's talented underprivileged population remain unutilised. In an effort to reverse this most undesirable trend and also, to develop the potential of children from underprivileged rural sections of society, **EMKAY SCHOOL** - a charitable and wholly non-commercial School - has dedicated itself to make quality education accessible to talented youth, belonging to less fortunate sections of the society.

EMKAY's vision is to produce critical mass of young citizens whose knowledge, intellectual ability & character matches the problems of 21st century. EMKAY endeavours to produce following brands:

LUMS brand

11+ brand

CSS brand

Philanthropic brand

To achieve the above EMKAY follow KNOWLEDGE++ strategy

EMKAY SCHOOL has adopted Kashmir Education Foundation (KEF) Schools' (www.kef.org.pk) model which has been running such schools in remote & rural areas since 1996. Graduates from KEF Schools have now excelled in the best Universities, Institutions and Cadet Colleges of Pakistan (i.e. LUMS, Pakistan Air Force, Pakistan Army, medical colleges, business schools, engineering colleges, cadet college Hasanabdal, PAF College Sargodha to name a few)

EMKAY SCHOOL is located ($32^{\circ} 19.643'N$, $71^{\circ} 29.7233'E$) in Ghulam Muhammad Wala, a small village 35 kms. from Mianwali. This is the first quality and non-profit school of its kind in the area.

The school is dedicated to and named after Late Muhammad Khan Malik.

EMKAY's Teaching Faculty

EMKAY employees highly and specially qualified teachers who are trained in modern interactive quality methodology from the only one of the best o teacher training institutes of the country – before they are employed by EMKAY they receive one year training College of Teacher Education, Kashmir Education Foundation (www.kef.org.pk) In addition to this specialist teachers are employed in EMKAY School.

Rules

These rules facilitate and guide you for the advancement of your child to achieve the mission, vision, and the core values of EMKAY. You are requested to assist the school by following these rules and guidelines so that we can help your child become a well-groomed citizen of the Country and be a leader in his/her own field.

ADMISSIONS:

The school authorities reserve the right to deny admission to any candidate. Admission may be cancelled or child withdrawn from the school at any time if the information given in admission form or documents/certificates attached is found to be incorrect or false.

Soliciting for admission may result in disqualification for admission to the school.

Some applicants may be asked to appear for a medical check-up or medical test prior to admission being granted.

Admission in Class Nursery:

Application for admission to class Nursery are normally accepted in the month of January and February, the dates are advertised. Students should be between 3 to 4 years of age. The selection process is through a competitive test.

Lateral Entry Admission (class Prep onwards):

Vacancies are filled by the admissions of lateral entrants. Admission is subject to qualifying a written test and an interview. Only those students who come up to the required standard and are within the gender quota will be granted admission.

Lateral entrants will be given conditional admission. They will be required to produce minimum “B grade” in core subjects (Maths, Science, English, Social studies etc.) in their first end of term examination. In case they fail to do so they will be reverted to the previous class or will have to leave the school. Parents will be required to give a written undertaking having understood the implications of conditional admission.

EMKAY School has an Admission committee which formalises the tests, interviews & admissions to the school. (Results of such admissions may be sent to the Head Office for final approval)

Expelled student (or a student who left on disciplinary grounds) will not be eligible for lateral entry tests or readmitted to the school.

The students will be tested in subjects as given below:

Class One – Seven		Class Eight, Nine	
i	English	i	English
ii	Mathematic	ii	Physic
iii	Science	iii	Chemistry/IT
iv	Urdu	iv	Biology /IT
V	Quran	v	Mathematics/Biology
		vi	Quran

Re-admission:

The readmission of the child to the next class in the new session is not automatic, parents will have to apply for the readmission at the end of the term and admission in the new session will be granted on the performance & behaviour of child and attitude of parents.

Qualifying Test:

The students will be tested in the following subjects:
English, Mathematics, Science & Urdu

Eligibility:

For admission to a class, a student must either be studying in that class or should have passed the previous class. The age of the student for Nursery is 3 to 4 years and there after the age level is increased by one year for each senior class.

Documents Required.

Following documents are required at the time of admission:

- i.** Original school leaving certificate (If applicable).
- ii.** Original B form from NADRA
- iii.** Marks sheet (attested copy, if applicable).
- iv.** Migration certificate (If applicable).

FEE STRUCTURE:

This may be obtained from the school office. Security fee will be topped up and has to equivalent to one month's fee.

Payment of Fee and Dues

- a) Fee and dues are to be paid by the due date (usually 10th of each to Muslim Commercial Bank Limited (MCB), Harnoli. Challan forms are sent by the school in the child's diary. In case the parents do not get the form they should please check with the school to arrange the collection of fee challans from Bursar's Office for timely payment.
- b) Cash for fee may not be given to any member of EMKAY School for depositing in the bank.
- c) A fine will be levied for late payment for each day after the due date. The fine as prescribed is also paid through MCB along with the next month's fee.
 - i. Daily charge for late fee is 1% of total dues per day.
 - ii. If the fee is not deposited by 25th of each month, there will be an additional fine of Rs. 1,000/-
 - iii. In case of non-payment of dues after the 1st of the following month, the student may be suspended or expelled from the school.
 - iv. **In case any parent has difficulty in paying the fee on time – please inform the Principal in writing before the due date to avoid fines.**
- d) Duplicate Challan form will be issued for Rs. 100/- (This amount will be included in the following month's Challan form)
- e) Due to summer break combined fee may be paid as follows:
 - i) July's fee to be paid by the due date of May
 - ii) August's fee to be paid by the due date of June.
 - iii) If a parent wishes to pay fee during the vacation for each month, written application to be submitted to the School Coordinator.

- iv) Late fee surcharge will be applied in either case if payment is made beyond the due date.
- f) Security deposit will be refunded after the child has settled all schools dues and clearance obtained.

Student Withdrawal

Parents withdrawing their ward(s) from the school need to apply for school leaving certificate. Certificate is issued only after all the dues are paid, library books returned, science Laboratories & Computer Laboratory clearances have been granted. The date of birth recorded in the school, register at the time of enrolment, will be used for all school documents and correspondence.

SUBSIDIES AND CONCESSIONS

Sibling concession

2nd, 3rd & 4th child will be entitled to the following concessions:

2nd child – 25 %

3rd child – 15 %

4th and subsequent children - 10 %.

A child will qualify for these concessions only after having passed the annual examination with minimum B+ grade at EMKAY School.

A student receiving this concession will automatically forego it should he/she fails to get B + in the annual examination.

Staffs' child concession

Staffs' children will also receive the above concessions. If a staff member

A student receiving this concession will automatically forego it should he/she fails to get B + in the annual examination.

If a staff member who has had more than five years continuous service leaves the school amicably, this concession will continue at the discretion of the Principal.

SCHOOL UNIFORM AND GENERAL APPEARANCE

A student is always expected to be neatly and properly dressed. The uniform is to be worn while at school, travelling to and from the school and when attending any school function, unless directed otherwise.

A gentleman or a lady always wears appropriate undergarments, wearing of jewellery and makeup is not permitted. Hair should be neat and clean (with regular haircuts) with simple hairstyle (with no spikes & gel). The length of the girls' shirt/skirt should be below knees. Uniform must be bright and must be neatly pressed.

Daily checking will be done by the faculty at assembly time to ensure that the children are following EMKAY School guidelines on uniform, tidiness & hygiene.

For incomplete/improper uniform and/or for untidiness the child will be fined and for consistent violation the child may not be allowed to enter the school. Besides keeping themselves neat and groomed they are expected to keep their classrooms and school premises clean.

Shirt buttons to be closed and tie worn properly at all times when in school uniform.

Uniform Boys (Nursery onwards)

Boys to wear EMKAY School black coloured belt on trousers, the trousers to be worn at the appropriate waist height, trouser bottom to be of correct length.

a) **Summer Uniform:**

White shirt, Khaki trousers, black shoes (as prescribed by the school) black socks, school badge a tie and house summer hat.

b) **Winter Uniform:**

White shirt, Khaki trousers, dark green sweater, green gloves, green cap, black shoes (as prescribed by the school), black socks, school badge and a tie.

Uniform Girls (Nursery to class IV)

a) **Summer Uniform:**

White shirt, green skirt (with school badge), white tights, black baby shoes, black socks, black hair pins and a tie.

b) **Winter Uniform:**

White shirt, green skirt, white tights/ pyjama, dark green sweater, white hi-neck vest, green gloves, green cap, black baby shoes, black socks, tie, and house summer hat., black hair pins and school bag.

Uniform Girls (Class V and onwards):

Green check shirt with school badge, white shalwar, black baby shoes, black socks, white scarf, black hairpins, and house summer hat.

ONLY EMKAY School approved uniform are to be worn.

NO VARIATIONS ALLOWED

ACADEMICS

Academic Year

The academic year starts in 1st week of March and ends by late February. The academic year consists of two terms; with an end term examination after the first term, and an annual examination after the 2nd term. The dates of opening and closure shall be intimated. A calendar showing important dates and special events is also given to the students at the beginning of the academic year.

Curriculum

EMKAY aims to inculcate creative thinking in children, ensuring, building of a sound base on which further development is done by research based planning and activity based teaching. Emphasis is laid on extracurricular activities for proper grooming of students to produce a well-rounded personality. Quality education ensures best possible learning and foster students' creativity, giving a child confidence to handle problems analytically and put forward the best possible solution. A student would, thus, turn out to be a better human being, responsible citizen and would be able to handle challenges of life with confidence.

The syllabus up to class 8 is based on National Curriculum of UK, except for Islamiyat and Urdu, which are entirely based on Pakistan's National curriculum.

Subjects taught:

- | | |
|------------|--------------------------------|
| a) English | e) Social Studies |
| b) Maths | f) Information Technology (IT) |
| c) Urdu | g) Islamiyat |
| d) Science | h) Art & Physical Education |
| | i) Quran |

Teaching Methodology

Different books are consulted and relevant topics appropriate to Pakistani culture are picked, which then forms the syllabus for that class.

Lesson Planning/ Teaching

Based on research the teacher plans a lesson, for which she is not restricted to one book. The teacher consults different resources and determines the availability of the best possible knowledge for a lesson. Teaching techniques are “activity based” through practical work (hands on) and not through lectures.

Student Diary

Each student has a school diary, which is used to record all the essential instructions, examination date sheet, homework, assignments, fee challans and special activities etc. Diary is also used as a channel for communication between the teacher and the parents.

Diary must be seen and signed by parents daily.

IF THE DIARY IS LOST THE PARENT SHOULD INFORM THE CLASS TEACHER IMMEDIATELY.

Homework

Formal homework is not given to the students of junior classes. We believe that a student is required to learn and do the necessary work during the school hours. Informal home tasks may be given which could be as follows:

- a) Learning of spellings
- b) Learning of tables
- c) Hand writing practice
- d) Reinforcement of daily learning
- e) Reading of story books to improve reading skills
- f) Obtaining current news

However all the students are expected to undertake some home study. Parents/guardians are required to check school diary regularly and assist/guide their wards accordingly.

Assessment and Reports

A system of continuous assessment is followed throughout the year with an examination at the end of each term. A teacher assesses a student after the completion of each topic or a chapter. Continuous assessment (30%) is done for students in all the classes (except nursery & prep) 50% of the final total for examinations and 20% for traits (Punctuality 3%, attendance 3%, behaviour 5%, Parents' attitude 4%, team work 2%, Uniform & tidiness 3%)

All the assignment given to the students must be completed on time with care and attention. Failure to complete assignments may result in serious disciplinary action against the student.

The first term examination would cover the entire syllabus taught in the first term and annual examination would cover the entire syllabus taught in second term and 20% of the first term syllabus.

Parents are to sign the report cards and return them to the school. The answer sheets of examinations will not be shown to students or parents but relevant observations may be discussed with the students and the parents.

Parent-Teacher Meetings/Interviews

Parent-teacher meetings (PTM) are held at the end of each term on the dates published earlier and provide an opportunity for parents to discuss the progress of their wards. Attendances to these meetings are compulsory.

The parents are always welcome to meet the teachers on any Saturday, with prior appointment through coordinator. Teachers are not allowed to meet the parents or attend their phone calls while they are in classes.

Promotion policy

EMKAY policy is that a student securing:

- Less than 50% aggregate would be considered having failed in the annual examination and would not be promoted to the next class or may not be offered place in the school in the following year.
- Between 50-59% marks would be promoted to the next class conditionally. They would be required to secure a minimum of 60% (B grade) in the first term examination in the new class. If they fail to do so, they would be reverted back or will have to leave the school.
- Parents would be required to give a written undertaking stating that they understand the implications of conditional promotion.

Policy with regard to students falling in C- grade:

- To be retained in the same class (age permitting).
- Required to secure B grade in core subjects in the final exams.
- If a student remains in C- grade for the second consecutive year, he/she should be withdrawn from school.

Library

EMKAY School has a library having books on all topics of interest. Students have access to the library and will be encouraged to borrow books for leisure as well as for course study. A library period is an integral part of the school curriculum.

Laboratories

Computer labs:

There is a computer lab with internet facilities where the students are encouraged to use them in a controlled environment.

Science Labs:

Well-equipped science laboratory is provided in the school for practicals.

Private Tuition

The faculty members are not permitted to provide tuition after school hours. The students are also not allowed to take private tuition or admission elsewhere whilst they are enrolled with EMKAY.

EXTRA/CO-CURRICULAR ACTIVITIES

Emphasis is laid on co/extra-curricular activities and all the students are expected to participate. The activities organised are; debates, quiz, poetry, dramatics, cultural shows, sports, music etc.

Educational Trips /Visits

Educational trips are very important part of learning and grooming process. Besides being educative, they are a great fun and foster a closer bond between the students. It gives them confidence to be away from their parents and plan their own activities. As such trips are integral parts of educational programme. Parents should encourage their wards to participate in these trips/visits.

Sports

Sports play an equally important part of grooming and polishing of a child's personality; therefore we believe that playing field is as important as a classroom. Competitions will be arranged and also when appropriate inter-school fixtures are planned.

Music

Music education is so important, and how it offers benefits even beyond itself. Musical training helps develop language and reasoning, students who have early musical training will develop the areas of the brain related to confidence, language and reasoning.

Plantation

Planting is a fun way to teach children about the importance of nature etc. This helps them develop skills relating to nature, agriculture and learning relaxing techniques.

Leadership Training

To inculcate a sense of responsibility and to polish the leadership qualities of a student, the school has a system of student appointments. A student given such appointment will be expected to put in his/her best and will be guided by the faculty to come up to the expectations.

Class Monitors

In every class a boy and a girl are appointed as the class monitors. These monitors assist the teachers when asked to. They also ensure class cleanliness and are responsible for class discipline in absence of a teacher. They work as boys' and girls' representatives respectively.

School Proctors

Proctors are appointed after class five and are responsible for the discipline, cleanliness and behaviour of the students outside their classes and on official school functions. They report to the Head boy/Head girl of the school who in turn would be responsible to the Chief Proctor (a staff member).

DISCIPLINE/ CONDUCT

Honour Code

We do not expect the students of EMKAY to lie cheat or steal. Student guilty of these offences will invariably have to leave the school. The guiding rules of honour code are given below:

- a) Students of EMKAY always tell the truth. Their word is their signature. **They never lie.**
- b) Students are scrupulously honest in all their dealings with others. **They never cheat.**
- c) Students respect the property and rights of all individuals. **They never steal.**
- d) They are honour bound to report any breach of honour code that comes to their knowledge. They do not spare a friend nor run down a foe. **They are always fair.**

Conduct

- a) A student is always to be polite and respectful to other students, faculty, staff, parents and visitors inside and outside the school.
- b) The students are not allowed to loiter in bazaars or other public places in school uniform, if seen the child maybe heavily fined and may lead to other disciplinary action.
- c) In case of damage to any school property- child would be charged full replacement cost and will be fined in addition.
- d) Using unfair means during the test or examination or any other school activity will result in immediate expulsion.
- e) Children will walk from/to the gates at start/finishing of the school in lines and in groups for security reasons.

- f) No student is allowed to drive any vehicle to/from the school or travel on the outside of a vehicle.
- g) For consistent violation and gross misconduct of school rules the child may be suspended and/or expelled from the school.
- h) Gender respect and “carefulness” is strictly observed in EMKAY School and for any such violation very serious disciplinary action will be taken.
- i) The school has a disciplinary committee that consists of senior members of the faculty and the Principal. A parent may appeal the decision of teacher or coordinator to the committee
- j) The parents may ask the EMKAY’s Chief Executive Officer at EMKAY’s Head Office to reconsider the committee’s decision; the matter may further be appealed to the Chairman EMKAY whose decision would be final and binding.

Green & Blue cards:

Students are given reward and displeasure cards, which are added to the house performance and the house trophy.

Green card is given for extra ordinary performance or a good deed inside or outside the school.

Blue card is for corrective measures and/or misconduct. If a child is given two blue cards in an academic year it will be deemed as last warning and the student will be ineligible to receive a prize/certificate at the annual prize distribution ceremony.

These cards are issued at the discretion of the faculty and cannot be appealed against.

Attendance

- a)** Attendance and participation of students in extracurricular activities is compulsory.
- b)** Once the child has left the school premises timely pickup should be ensured by the parents. In case of unavoidable delay the parents are requested to inform the school. Such regular delays are not acceptable by the school.
- c)** Children to be punctual and should be in school at least 15 minutes before the assembly proceedings.
- d)** A child late for the assembly will be fined as prescribed by the school.
- e)** Attendance of all the school functions such as Parents day, Sports day etc. is compulsory.
- f)** Students and parents are expected to be punctual for all the activities.
- g)** If a student is unable to attend school on a particular day, the school office is to be notified before the commencement of the class.
- h)** Students are not allowed to leave the school premises during the school hours except in case of emergency that will also be granted with the written approval of the Principal.
- i)** In case a student is required to miss a class for a planned commitment such as medical appointment etc. an application must be given at least a day earlier.

Absences

- a) Absenteeism is not acceptable in EMKAY School
- b) A child not attending the school without an application will result in a fine as prescribed by the school. Three absences without an application may result in expulsion of the student.
- c) Child would only be permitted to take leave from the school after due sanction for the following reasons:
 - i. Sickness
 - ii. Wedding of a brother, sister, immediate cousin, uncle or aunt.
 - iii. Death of a close relative.
- d) Planned leave shall only be granted if applied earlier. Application signed by other than the parents/guardian will be rejected.
- e) If a student is absent due to illness or injury, parents are to inform the school and are to provide THQ/DHQ medical certificate upon the child's return to the school.
- f) Child cannot be reassessed if sick, absent or on leave.
- g) Parents are requested to arrange family activities accordingly so that a child is not absent from classes as being absent is not allowed in EMKAY School.
- h) If a child is absent from the school on a false pretext, the child may be asked to leave the school.**

Care of Personal and School Property

- a) Students are not allowed to bring any cash or valuable items to school including expensive watches, mobile phones, etc. The school will bear no responsibility in case of items being lost. (school bags will be searched randomly by the teaching staff)
- b) If a student brings mobile cell phone to school it will be confiscated and **will not be returned to the child or the parents.**
- c) A student is responsible for the care and security of his/her personal belongings.
- d) Students are required to keep their books, sports equipment and other personal items in places provided by the school. School bags are subject to inspection by the staff at any time.
- e) Lost/found property is to be reported or handed over to the school administration.
- f) A student is expected to look after school property such as school furniture, equipment, buildings, grounds, the property of staff and other students.
- g) Any breakage or damage must be reported to the office / class teacher immediately.
- h) In case of damage due to negligence or carelessness the student responsible will to pay for the damage. In addition a fine as prescribed by the school shall also be levied.

Guide lines for hygiene regarding children to parents.

- a)** Child to be healthy physically and mentally before getting admission in school.
- b)** Child to be completely trained for the bathroom and they should wash hands after using bathroom and before having meals and he/she should clean the toilet after use.
- c)** A child to take a balanced diet so that he/she may nourish physically and mentally well.
- d)** Parents to pay special attention to children's cleanliness and so that it becomes a habit of the children.
- e)** Children should get habitual to have lunch box and clean food. They should avoid readymade items and junk food.
- f)** Children to avoid stale food.
- g)** Children should develop the habit to clean their bodies, nails, and hair. The parents to check them properly before the child is sent to the school.
- h)** Children should wear clean undergarments like socks, vests, high necks, and sweaters and they should change these undergarments daily if not then at least after two days.
- i)** Child should clean the teeth twice a day and rinse mouth before sleeping.

SPECIFIC GUIDE LINES FOR PARENTS

- a)** Parents are requested to adhere to the rules and cooperate with the school so that the faculty instead of dealing with these issues concentrates on academics and development of the children.
- b)** Parents are discouraged to lobby against the School; any such incident will be treated as misconduct and may lead to disciplinary action against the child including denial of admission to the next class (or expulsion from the school).
- c)** Any inappropriate behaviour of the parents towards any employee of the school will be considered as misconduct and may lead to the expulsion of the child.
- d)** Its parent's responsibility to advise the drivers that child leaves/ enters the vehicles in a safe manner.
- e)** Parents' direct interaction should be with the class teacher.
- f)** Parents should check students' bags and food items before sending them to school.
- g)** School lunches not to contain junk food, juices or soft drinks.
- h)** School provides drinkable water as such no bottled water allowed in the school.
- i)** Sweets, candies, chewing and bubble gums are not permitted to be brought to school premises.
- j)** We encourage the parents to visit the school and meet the teachers to discuss the progress of their wards on any Saturday. The meeting should be arranged through coordinators since a teacher may not always be available.
- k)** No visitor is allowed to meet a child or teacher (except with prior appointment) during school hours. In case of emergency the Principal/coordinators may be contacted.
- l)** Parents should understand that school bears no responsibility for a student once the child has left the school gate at the school closing times
- m)** The arrangement of the transport and timely pickup has to be made by the parent. In case of expected delay in collecting a child the parent must inform the school office so that they are held back.
- n)** Parents' attendance in all planned Parent Teacher Meetings (PTMs) is compulsory.

- o) EMKAY will not consider anonymous letters. If you have opinions or suggestion you should constructively discuss them with the school staff or put them in writing.
- p) Parents not to discuss school matters with faculty outside the school.

CHILD PROTECTION POLICY

To promote learning in a safe and protective environment, EMKAY School ensures safety to its children through adherence of the following Child Protection guidelines provided to staff:

- o Treat children with respect regardless of race, colour, religion, disability, political /other status etc.
- o No physical punishment can be awarded to any student.
- o Physical examination of students to ascertain domestic violence/punishment.
- o Monitoring all the students for any unusual behaviour or lack of interest in studies as a result of domestic stress related to parent's/ siblings' attitude.
- o Counselling of parents in case a student displays lack of concentration towards studies due to domestic stress.
- o Facilitating parents and/ or children through a Psychiatrist for an expert management.
- o Zero Tolerance towards gender harassment.
- o Regular Vaccination may be conducted in the school premises with prior approval of parents/guardians.
- o “Sick Bay” is provided in the school.

FIRST AID

In case of an ailment or a minor injury the student will be provided basic first aid in the school. For serious cases the child shall be taken to a doctor or to the hospital and the parent would be informed accordingly.

EMERGENCY CONTACT

To enable the school to get in touch with the parents/guardians, they should ensure that the school has their current address and phone numbers. In case of urgent requirement, students may use the school phone with the permission of coordinators.

PLEASE ENSURE THAT THE CURRENT CONTACT TELEPHONE NUMBER IS ALWAYS UPDATED ON THE FIRST PAGE OF YOUR CHILD'S DIARY.

MEDICAL CONDITION

If the child is suffering or suspecting to be suffering from any chronic illness or disability, the school should be informed by the parents/guardian along with (doctor's advice) so that the child may accordingly be taken care of during academic & co-curricular activities.

If any medication is to be given to the child during the school hours, it should be given to the class teacher along with written instructions.

At the start of every school year you are requested to have a general medical check-up of your child and the report given to the school. This health checks to include:

1. General Health
2. Ear
3. Eye Sight
4. Teeth
5. General health Condition

- *** -