

WELCOME NOTICE: SESSION 2018 – 19

We would like to welcome everyone to the new session 2018 – 2019 at Charterhouse Public School (CPS). To implement an effective strategical conduit & decorum throughout the new session, the CPS management has meticulously formulated a list of essential guidelines & policies for your review and understanding.

CPS ACADEMIC CALENDAR:

- The new session shall commence from 9th April 2018.
- It is vital that you thoroughly read the new academic calendar, which shall be provided on Monday, 9th April 2018.
- The new timing for Kindergarten is: 0830 am to 1230 pm.
- The new timing for Grades I – X is: 0745 am to 1330 pm.
- The assembly shall commence at 0750 AM. The 1st unit will start at 0800 AM sharp.

CPS QUARTELY-BASED SESSION:

- The year-long session is divided into 3 Quarters or 3Q respectively.
- **Q1: April - August**
Q2: September – November
Q3: December – March
- Class and mock tests on weekly/monthly rotation to keep abreast of the academic progression of students.
- Grades III till VIII shall be assessed in all quarterly exams.
- Grades I & II will not have any exams, instead they shall be taught and evaluated in a conceptual learning environment to form their first base.
- No examination shall not be retaken or rescheduled for any student under any circumstances.
- For examination dates and schedules, kindly refer to the academic calendar.
- PTM shall take place at the end of the session. Primary and Secondary's meetings will be conducted separately. However, parents are welcome meet coordinators/teachers by appointment throughout the session as well.

SCHOOL DUES:

Our official banking partner is Meezan Bank Limited (MBL). The school tuition fee is payable by the 15th of each month. Late fee charges are mentioned on fee vouchers and fine will be charged as late payable. After the 25th of each month, vouchers will expire, and the bank will not accept. A duplicate voucher must be generated from the school upon the payment of PKR 500.

SCHOOL LEAVING CERTIFICATE:

In case where a parent wishes to obtain school leaving certificate/TC, a written application must be submitted. Kindly note it would take approx. 15 working days to issue the certificate.

GENERAL GUIDELINES:

- The disciplinary team shall continue with “Warning Slip”.
- These slips will be attached in the daily dairy and must be signed by the parent: 1st warning: Yellow slip | 2nd warning: Green slip | Final warning: Red slip
- After 3rd strike, the Disciplinary In-charge will suspend the student for an uncertain period of time.
- Mobile phones are not allowed during school timings. If any student(s) caught using it during lectures or disturb class in progress, the management will confiscate it.
- Physical appearance of a student is also an important part of their schooling. Students should look presentable and wear neat and clean uniform every day to school. Plain black shoes for Academic and plain white joggers for Sports uniforms are allowed. For girls, only red, blue, white, black hairband/clips are allowed. Earrings of any kind are not allowed. However, only one (small) stud is allowed.

- For Henna, a written application must be submitted in advance. Henna application must not exceed beyond the palms. However, bear in mind that applying does not guarantee approval. The disciplinary team will review it and decision shall be made accordingly. Henna is allowed only on the occasion of Eid Ul Fitr and Eid Ul Azha.
- Short leave(s) is not allowed during school hours. In case of a medical emergency/appointment, please keep the child at home. In case of long/medical leave, an application must be submitted accompanied by a certified medical report.
- It is the utmost responsibility of parents to ensure that their wards complete the given homework on time. In case he/she is absent from the school, photocopies will not be provided. However, paid photocopies will be allowed on medical grounds only (medical certificate is mandatory).
- Healthy and nutritious lunch is very important. Kindly send a healthy lunch box along with your child in the morning. Lunch boxes sent later will be returned. All students must carry water bottles to avoid dehydration.