DAY : MONDAY
DATE : JULY 25, 2016
Dear Parents

SUBJECT : PROMISES AND PLEDGES FOR THE SESSION 2016 – 2017
WELCOMING THE STUDENTS TO NEW LEVELS
SYLLABUS, ASSESSMENT SCHEDULE, ACADEMIC AND ACTIVITY CALENDARS
PROVISION OF BOOKS AND STATIONERY
ASSESSMENT POLICY
PROMOTION POLICY
NO PRE AND POST ASSESSMENT POLICY
ADDED FEATURES
PARENT TEACHER ASSOCIATION
PAYMENT OF SCHOOL DUES AND WITHDRAWAL
RULES AND REGULATIONS
DISCIPLINARY ACTION
PRECAUTIONARY MEASURES TO ENSURE SECURITY

The new session 2016 – 2017 has commenced with the promise and pledge that no stone would be left unturned in the achievement of our academic goals and objectives. All the stakeholders are to endeavour thoroughly in the planning and execution of their jobs to make the new session a big success.

WELCOMING THE STUDENTS TO NEW LEVELS
The opening of the school is a day of excitement for the students, parents as well as the staff, the school once again is humming with life. On behalf of the management, I feel delighted to welcome the students to their new levels and congratulate them on their enthusiastic entrance towards a new journey of knowledge and excellence.

SYLLABUS, ASSESSMENT SCHEDULE, ACADEMIC AND ACTIVITY CALENDARS
As you are aware, TAFCS has always been aiming to provide the students not only quality education but also other relevant facilities. As per our long established practice TAFCS has already provided the students with the Syllabus, Semester Assessment Schedule, Academic and Activity Calendars of the Academic Session 2016 – 2017, so that they can prepare well for their forthcoming assessments and be able to attain the best grades.

PROVISION OF BOOKS AND STATIONERY
Provision of books and stationery for the students from the beginning of the session should be our ultimate aim as equipping them well would assure us that we have removed all the obstacles from their path of progress. You are requested to see that your child is provided books and notebooks right from the beginning of the session.

ASSESSMENT POLICY
The details of the Assessment Policy are as follows. The different types of assessments are designed to check the student’s academic progress.

(a) Classified Test
Test will be taken once a concept or topic is taught in the class. A surprise class test will be taken in this regards. By the end of the lesson students will be able to develop their subject related skills. Five best test marks are included in the Semester results too.
**Reading Test / Poem Recitation**

Reading tests along with poem recitation for the subjects of Urdu and English will be conducted. 05 marks of which will be entered in the Classified Test results.

**(b) Unit Assessments**

Regular assessments of 50 marks for each major subject are held for Junior students. The purpose of Juniors’ Unit Assessments is to check the understanding of all the concepts covered in a unit.

**(c) Semester Assessments**

School year is divided into two semesters. These semester assessments evaluate all the concepts covered during the semester for all the major subjects and each paper is of 100 marks.

**Practical Assessment**

TAFS has brought its class room science activities to the well equipped laboratory so the young learners of Junior Cambridge can visualize sciences into action and can reiterate their concepts by practical means. These concepts will be assessed in the form of structured questions as a part of their Science Assessment Paper. Allocated 10 marks will be added in their semester result.

**Spelling Test**

Spelling Tests of Urdu and English have become a regular feature of JR. I – JR. V curriculum. The competition will be conducted on weekly basis. Allocated 10 marks each will be entered in their Semester results.

**NO PRE AND POST ASSESSMENT POLICY**

Parents should make sure that their children do not miss a day in school without any genuine reason as they cannot be assessed formally once they miss a scheduled date.

**PROMOTION POLICY**

Promotion of the students to the next level depends on the overall academic progress and the marks scored in the areas mentioned below.

**JR. I, II AND III**

Students of JR. I, II and III must pass in 3 major and 1 minor subjects to be eligible for promotion to the next level with the passing percentage above 55.

<table>
<thead>
<tr>
<th>Major Subjects</th>
<th>Minor Subjects</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Language</td>
<td>English Literature</td>
</tr>
<tr>
<td>Urdu Language</td>
<td>Computer Science</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Urdu Literature</td>
</tr>
<tr>
<td>Science</td>
<td>Social Studies / Geography</td>
</tr>
</tbody>
</table>

**JR. IV and V**

Students of JR. IV and V must pass in 3 major and 3 minor subjects to be eligible for promotion to the next level.

<table>
<thead>
<tr>
<th>Major Subjects</th>
<th>Minor Subjects</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Language</td>
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<td>Mathematics</td>
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</tr>
<tr>
<td>Science</td>
<td>Geography</td>
</tr>
<tr>
<td></td>
<td>Islamiyat</td>
</tr>
<tr>
<td></td>
<td>History</td>
</tr>
</tbody>
</table>
ADDED FEATURES:

Sports
Sports is a regular weekly event for Juniors. Regular sessions of sports prepared students to participate in their grand annual event of sports. To keep it hassle free, please send your child in prescribed uniform and white canvas shoes along with a cap on the allocated days.

Taekwondo
The Taekwondo Classes will be conducted for the students of Levels JR.I – JR.V and the students have to participate in prescribed uniform and white canvas shoes.

- Taekwondo is mandatory for boys.
- The girls who do not opt for Taekwondo will learn Arts & Crafts.

Music Learning
Beside academics, TAFS also emphasizes on sharpening artistic skills of students. Adding music learning to the list boosts energy levels and helps developing language and other learning skills. Regular sessions of music are to be conducted on weekly basis.

E-Learning
E-learning is one of the best tools for making teaching effective and the best dissemination of knowledge. TAFS has modified its teaching approaches and associated curriculum as per the needs of modern learning advancements. E-learning has been inculcated in all classrooms ensuring the provision of quality education at its best.

PARENT TEACHER ASSOCIATION
To improve the academics of the students, TAFCS conducts P.T.Ms regularly. To make these productive, a continuous co-ordination is required between school and parents for which the parents’ attendance is essential in these P.T.Ms. In case the parents’ attendance is not possible due to any unavoidable reason then a guardian has to be assigned who should attend these meetings regularly. No tutor or any other relative will be attended in these P.T.Ms besides the parents or the assigned guardian.

PAYMENT OF SCHOOL DUES AND WITHDRAWAL
TAFS has extended the payment mode of school dues through credit card as well so as to further facilitate the parents in their dealings.
A student's name will be withdrawn if fees and other dues are not cleared for two consecutive months.

RULES AND REGULATIONS
To organize and discipline our lives, we need to abide by certain rules and regulations. The school lays great stress on maintaining a disciplined environment for which parents’ cooperation is keenly looked forward to:

- students to come to school in proper, clean and well pressed uniform according to winter & summer season, polished black Bata school shoes and clean white socks along with stationery, books and notebooks as per the timetable.
- students to wear their assigned House uniform in their scheduled Sports & Gymnastics blocks.
• the boys must have soldier cut hair and the girls to have their hair neatly tied and to wear scarf.
• maintain hair without nits & lice.
• avoid streaked, dyed or gelled hair.
• girls to wear no make-up.
• avoid wearing fancy accessories.
• refrain from the usage of mobile phones during the school hours.
• inform at the reception for the mode of students' departure in case of any change from the routine.
• submit leave application, in case of absence due to any reason, support the sick leave with the medical certificate.
• check and sign the homework diary on daily basis.

**DISCIPLINARY ACTION**

*The student will be sent back home if s/he fails in the following disciplinary areas:*

• Punctuality
• Complete and proper school uniform
• Bringing books, notebooks and stationery as per the time table.
• Ethical behaviour

**PRECAUTIONARY MEASURES TO ENSURE SECURITY**

TAFSS is fully aware of the prevailing security conditions and is taking all precautionary measures to ensure the safety of children. The security has been beefed up and the entry and exit points are being strictly monitored by Speed Dome and C.C. Cameras with digital video recording, vigilance is being kept and armed guards have been placed at the gates and at watch towers round clock to meet any contingency. However, your co-operation and support is required in this regard.

**You are requested to abide by the following measures:**

• All the queries may be settled through telephone or email.
• To seek prior appointment on telephone for the meeting with Assistant Academic Directress or any other authority for Saturdays between 09:00 to 11:00 only, the list of the confirmed appointments will be provided to the guards and only those with their children’s identification card will be entertained within the stipulated time frame.
• Relating all your matters of Monthly Tuition Fee, Van Fee and Admission queries, you need to contact Ms. Fozia Hussain at the centralized Accounts Department in Campus # IV, at C - 64, Block # 13, Gulistan-e-Jauhar, Karachi; Hello # 3463 – 5391, 3463 – 5392, 3463 – 5393, Fax # (92 – 21) 3463 – 5394.
CONTINUATION SHEET

- Wearing of school identification card is mandatory for every student, in case a student arrives in school without wearing it, entry will not be allowed.

- No packets, lunch boxes, water bottles or any other item will be accepted at the gate for delivery to the students.

- The school timings for the students are as follows.

<table>
<thead>
<tr>
<th>LEVELS</th>
<th>CAMPUS</th>
<th>SECTION</th>
<th>MONDAY TO THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>JR.I &amp; JR. II</td>
<td>III</td>
<td>JUNIOR CAMBRIDGE</td>
<td>07.55 – 01.00</td>
<td>07.55 – 11.30</td>
</tr>
<tr>
<td>JR.III – JR. V</td>
<td>III</td>
<td>JUNIOR CAMBRIDGE</td>
<td>07.55 – 02.15</td>
<td>07.55 – 12.30</td>
</tr>
</tbody>
</table>

Kindly ensure that your child comes to school five minutes before the assembly timings.

We, as a companion of your child, give you assurance to strive hard continuously for the progress and dynamic future of your child and look forward for your valuable support to us.

Yours truly

Regards,
Sayeeda Asad,
Academic Directress,
The American Foundation Cambridge School.

Please note that this is a system generated document and issued without alteration, does not require a signature.