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 
EVALUATION POLICY 
PROMOTION 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.

EVALUATION POLICY

Evaluations at different intervals are designed to check the student’s academic progress. School year is divided into two semesters and at the end of each semester, Evaluation of taught concepts is conducted. Prior to the Evaluation in each semester, Pre-Evaluation is conducted to gauge the students' level of learning.
PROMOTION POLICY
The Promotion Policy for the students of Pre – Primary is based on day to day observation. They are not measured and held back in respective level but are supported in the achievement of their level. In case, the student faces extreme difficulties in grasping the concepts in spite of optimum support, then only the level will be repeated.

ADDED FEATURES:
Sports
Sport is a regular weekly event for Pre-Primary. 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.

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.

Pastime and Circle time
Pastime and Circle time are one of the regular features of learning in Pre. Primary. Students are provided with the sufficient time and resources to have fun based and environmental learning.

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.
- 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.
CONTINUATION SHEET

- 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>P.N.</td>
<td>IV</td>
<td>PRE - PRIMARY</td>
<td>8.55 – 12.00</td>
<td>08.55 – 11.30</td>
</tr>
<tr>
<td>NUR</td>
<td>IV</td>
<td>PRE - PRIMARY</td>
<td>8.55 – 12.45</td>
<td>08.55 – 11.30</td>
</tr>
<tr>
<td>K.G.</td>
<td>IV</td>
<td>PRE - PRIMARY</td>
<td>07.55 – 1.00</td>
<td>07.55 – 11.30</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.*