Dear Parents

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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, EXAMINATION 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 Examination Schedule, Academic and Activity Calendars of the Academic Session 2016 – 2017, so that they can prepare well for their forthcoming examinations 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.

EXAMINATION POLICY
In the Levels SR. I – SR. III, Academic session is divided into two semesters, each semester containing two monthly tests while in the O Levels Mid – Term Examinations are held. At the end of each semester, examinations are held. Pre - Mock & Mock Examinations are exclusive features of O levels (O-II & O-III). These examinations evaluate all the concepts covered during the Semester.
Projects
These are the integrated components of the curriculum, students from SR. I – SR. III prepare one project each per semester for the following subjects : Chemistry, Biology, Physics and Computer Science. The students are awarded marks on these which are then added to their Semester Examination results.

Oral Tests
The students of SR. I & SR. II are assessed orally in Islamiyat for Surah and Kalimat in Monthly Tests, (02 marks of which are entered in their Monthly Tests results).

Spelling Tests
Spelling Tests of English & Urdu have become a regular feature of SR. I – O-I curriculum. Allocated 10 marks, each will be entered in their Semester results.

NO PRE AND POST EXAMINATION 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.

SR. I - III
Students of SR. I – SR. III must pass in all the subjects mentioned below to be eligible for promotion to the next level with the passing percentage above 55.

- English
- Urdu
- Physics
- Chemistry
- Biology
- Mathematics
- Geography
- History
- Islamiyat
- Computer Science

O-I – O-III
In order to acquire the best grades in the Cambridge International Examinations, the students have to develop work habits and constructive attitude towards studies. In O Levels, all the subjects are considered as major and clearing them with flying colours should be the dream and aspiration of all students.

PROCEDURE FOR ACQUIRING STATEMENT OF ENTRY
The determinant for the acquisition of Statement of Entry for students of Senior O-II and O-III would be 90 % attendance. If a student accumulates more than the allowed number of absence s/he would be marked ‘ungraded in forecast grades presented to CIE. On the issue of attendance, TAFCS is complying with the procedure adopted by internationally renowned educational institutions.
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 is 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.

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 & Gymnastics
The Taekwondo & Gymnastics Classes will be conducted for the students of Levels SR.I – SR.III and the students have to participate in prescribed uniform and white canvas shoes.
- Taekwondo & Gymnastics are mandatory for boys.
- The girls who do not opt for Taekwondo will learn Arts & Crafts.

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.

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 Mrs. 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.
- 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>LEVEL</th>
<th>CAMPUS</th>
<th>SECTION</th>
<th>MONDAY TO THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>SR.I – O-III</td>
<td>II</td>
<td>SENIOR 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.*