

School Policy Handbook

The full terms of enrolment between the School and the parent or guardian — admission, conduct, safety, attendance, examinations, communication and dispute resolution. Enrolling a child means accepting this handbook.

This handbook sets out the rules of admission, conduct, safety, communication and dispute resolution applicable to all students of Shaheen Public School, Moza Looher. It is issued under the general administrative authority of the Principal and operates alongside — not in place of — the rules of the Punjab Education Foundation (PEF), the School Education Department, Government of Punjab, and the Board of Intermediate and Secondary Education (BISE), Multan. Where this handbook is silent, the relevant Government, PEF or BISE regulation in force applies.

The School may amend, add to or withdraw any clause at the start of a new academic session, or earlier where a change in Government or PEF policy requires it. Parents are informed of amendments through the official WhatsApp channel described in Article 14.

This handbook is a binding part of the admission contract. By enrolling a child, or continuing enrolment after this document is issued, the parent or guardian acknowledges having read, understood and agreed to all clauses.

1. Admission requirements

No admission slip or registration number is issued until all of the following are submitted in complete form:

- Attested photocopy of the father's Computerised National Identity Card (CNIC).
- Attested photocopy of the mother's CNIC.
- Two recent passport-size photographs of the student, plain blue background.
- Photocopy of the child's valid NADRA-issued B-Form (Child Registration Certificate).
- An active WhatsApp number belonging to a parent or guardian, used for all official communication.
- One additional emergency contact number, different from the WhatsApp number where possible.

2. Non-discrimination

The School admits and treats students without discrimination on the basis of religion, sect, caste, colour, gender or physical disability, consistent with the non-discrimination principles of the Punjab Education Foundation and the Constitution of Pakistan. Admission is granted on seat availability and completion of Article 1, and on no other basis.

3. School uniform

Boys: white qameez with chocolate-coloured shoulder patti, white shalwar.

Girls: white qameez, chocolate-coloured shalwar, chocolate-coloured dopatta.

Students attend in complete, clean uniform on all working days unless a non-uniform day is announced. Repeated non-compliance may result in a written notice to the parent.

4. Conduct, discipline and the prohibition of corporal punishment

4.1 Students are expected to be respectful toward staff and fellow students, punctual, honest, and to follow the uniform and grooming standards set by the School: neat and trimmed hair, minimal jewellery, no nail polish or cosmetic products during School hours.

4.2 Strictly prohibited on School premises: mobile phones and other electronic gadgets unless specifically permitted for a class activity; sharp objects or weapons of any kind; matches, lighters or inflammable material; tobacco or any intoxicant; large sums of cash or valuables. Any prohibited item found is confiscated and returned only to a parent or guardian.

4.3 Discipline ordinarily follows graded steps: (i) verbal warning by the Class Teacher; (ii) written note in the student's diary with notice to the parent via WhatsApp; (iii) a call or meeting with the Student Coordinator; (iv) formal warning from the Principal's Office, discussed at the monthly PTM; (v) in cases of serious or repeated violation, suspension or expulsion at the sole discretion of the Principal.

4.4 Corporal punishment is prohibited absolutely. In compliance with the Punjab Prohibition of Corporal Punishment Act, 2018, corporal punishment or any form of physical or humiliating punishment of a student by any member of staff is strictly prohibited at this School. Discipline is maintained exclusively through the graded steps in Article 4.3. Any parent with a concern about a teacher's conduct in this respect should raise it directly with the Principal's Office under Article 24.

5. Anti-bullying

5.1 Bullying is repeated physical, verbal or social aggression by one student against another, including teasing, exclusion, intimidation, or damage to another student's belongings.

5.2 Any incident, whether experienced or witnessed, should be reported immediately to the Class Teacher or the Student Coordinator by the affected student or a parent.

5.3 The School investigates promptly and addresses the matter through counselling of the students involved, notice to both sets of parents, and disciplinary steps under Article 4.3 where warranted.

5.4 Severe or repeated bullying may result in suspension or expulsion of the offending student, at the discretion of the Principal.

6. Child protection and safeguarding

6.1 The School is committed to a safe environment for all students, free from abuse, neglect or exploitation by staff, other students or visitors.

6.2 Any concern regarding the safety or welfare of a child, including suspected abuse of any kind, must be reported immediately and confidentially to the Principal's Office.

6.3 All staff are required to maintain appropriate professional boundaries with students at all times. A staff member found to have acted inappropriately toward a student is subject to immediate disciplinary action, including termination of employment, and referral to the relevant authorities where warranted.

6.4 All safeguarding concerns are handled with sensitivity and confidentiality, with the welfare of the child as the foremost consideration at every stage.

7. Attendance and leave

7.1 No unauthorised absence is permitted. Every student is expected to attend on all working days.

7.2 Planned leave requires a written application to the Class Teacher or Principal's Office *before* the date of absence. Applications submitted after the absence are recorded as unauthorised.

7.3 Because the School is affiliated with PEF, the Government of Punjab conducts periodic physical verification of enrolled students. If a student is absent at the time of such a visit, the student's name may be removed, dropped or expelled from the enrolment record under PEF/Government policy. The School is not responsible for removal resulting from a parent's failure to ensure attendance.

7.4 Parents are advised to avoid unnecessary absences, particularly around the dates typically used for verification, of which the School gives notice where possible.

7.5 Short leave — part of a day, or a single day at short notice — is permitted only after prior approval from the Principal's Office. Submitting an application is not approval; the leave is valid only once approved.

8. Timings, breaks and the holiday calendar

8.1 Official timings and working days are displayed at the School and communicated to parents at the start of each session. Saturdays are reserved for teacher preparation and are not teaching days for students.

8.2 A recess is provided during the School day; its timing is communicated by the School.

8.3 The School follows the official academic and holiday calendar issued by the Government of Punjab. Additional or adjusted holidays are announced by the School.

8.4 In the event of unscheduled closure or a change in timing due to weather (fog, smog, heatwave or similar) or an emergency directive, the School communicates through the official WhatsApp channel in Article 14.

9. Fees and government support

9.1 Shaheen Public School, Moza Loother is affiliated with the Punjab Education Foundation. No tuition fee is charged to parents; the monthly per-child fee is paid directly to the School by PEF / Government of Punjab.

9.2 Continuity of this arrangement depends on the student's continued verified enrolment (see Article 7.3). PEF eligibility rules may change from time to time and are outside the School's control.

10. Free textbooks

One complete set of course textbooks is provided free to each enrolled student once per academic year, subject to supply from the relevant Government or publisher source. Loss or damage during the year is the parent's responsibility, and replacement is at the parent's own cost.

11. Monthly test system

11.1 The School runs a monthly test system to assess each student's academic progress.

11.2 Parents are required to check the monthly result by the end of each month, through the School's online tracking system or as communicated on WhatsApp under Article 14.

11.3 Failure to review monthly results does not exempt a parent from responsibility for a student's academic standing, and is not accepted as grounds for a late complaint about progress.

12. Examinations and promotion

12.1 Promotion is based on a combination of attendance percentage and average performance across monthly tests and term or annual examinations, as determined by the School.

12.2 Passing marks for each subject are as prescribed by the School in line with the applicable Punjab curriculum authority for that class.

12.3 A student found using unfair means in an examination receives zero for that paper; repeated instances may result in further action under Article 4.3.

12.4 Any re-take or improvement opportunity is granted at the discretion of the Principal's Office and is not a matter of right.

12.5 For Classes 9 and 10, promotion and examination eligibility are additionally subject to BISE Multan requirements (Article 28). For Classes 5 and 8, results may also be reported to the Punjab Examination Commission as applicable.

13. Behaviour and welfare monitoring

In addition to Article 4, the School maintains an internal system monitoring each student's day-to-day behaviour, discipline and classroom conduct alongside academic and attendance tracking. Observations are recorded by the Student Coordinator with Class Teachers, shared with parents through the WhatsApp alert system in Article 14, and formally discussed at the monthly PTM described in Article 15.

14. WhatsApp communication

14.1 The School sends official WhatsApp alerts to the registered parent number regarding behaviour and academic progress.

14.2 It is compulsory for parents to check the registered WhatsApp number regularly and reply in a timely manner where a response is required.

14.3 The School is not responsible for any consequence arising from a parent's failure to read or respond to official communication, including missed notices about attendance, academic performance, behaviour concerns, PEF matters, PTM scheduling or unscheduled closures.

14.4 Parents must promptly inform the office of any change to the registered WhatsApp or emergency contact number.

15. Parent-Teacher Meeting (PTM)

15.1 A PTM is held at the end of every month. Attendance by the parent, guardian or an authorised adult representative is compulsory.

15.2 Parents are given a summary of the student's attendance, academic performance and behaviour record for the month.

15.3 Non-attendance without prior intimation may be treated as a lack of parental engagement and may be noted in the student's file.

16. Campus visits and meetings with teachers

16.1 Parents are not permitted to visit classrooms or enter teaching areas during School hours.

16.2 The School's teaching staff are female. A meeting with a teacher may therefore be conducted only by the child's mother or another female guardian; fathers and male guardians raise matters through the Principal's Office (Article 24).

16.3 Any meeting with a teacher requires prior approval from the Principal's Office and may take place only during notified appointment timings. Unannounced or unapproved visits are not permitted.

17. Visitor and gate security

17.1 No person may enter the premises without verification at the gate by School security staff.

17.2 A child is released only to the registered parent or guardian, or to another adult authorised in writing in advance.

17.3 Lunch boxes, books or other items for a student during School hours must be handed to gate staff for onward delivery, consistent with Article 16.1.

18. Stationery and learning material

Notebooks, pencils, erasers, sharpeners and similar consumable stationery are the parent's responsibility to purchase and replenish. Parents should check regularly that the child has complete stationery; the School does not provide substitute stationery on a routine basis.

19. Pick-up, drop-off and timely collection

19.1 The School does not provide, and has never offered, any pick-and-drop or transport service. Transport to and from School is entirely the parent's responsibility.

19.2 For students collected by a parent, the School waits a maximum of thirty minutes after official closing time. Beyond that window the School bears no responsibility for the safety, whereabouts or welfare of the child.

19.3 Parents must ensure timely collection within official closing time.

19.4 For students authorised by their parents to walk home unaccompanied, the School's responsibility ends the moment the child exits the School gate.

19.5 The School's responsibility begins only on the student's physical entry into the premises. The School bears no liability for a child who departs from home but fails to arrive. Entry may be verified from CCTV records.

20. Safety, liability and force majeure

20.1 The School maintains reasonable and proper safety measures for students during School hours and within School premises.

20.2 In the event of a natural disaster or similar occurrence beyond the School's reasonable control — earthquake, flood, storm, fire not caused by School negligence, epidemic or similar — causing damage or injury, the School is not liable, and no claim may be brought before any court or authority in respect of such an event.

20.3 In the event of an incident arising from human error, including a dispute or physical altercation between students, or an incident during dispersal at closing time, the matter is first reported to and addressed through the School's Dispute Resolution Committee (Article 21) before any external complaint

or proceeding is initiated.

21. Dispute Resolution Committee

The School maintains an internal Dispute Resolution Committee comprising senior staff and the Principal or nominee. Any dispute referred to in Article 20.3 must first be submitted in writing to this Committee, which is given a reasonable opportunity to review and resolve the matter before the parent pursues it with any external forum.

22. Medical disclosure and emergencies

22.1 Parents must disclose, at admission and promptly on any later change, any medical condition, allergy or medication requirement affecting the student, so the School can respond appropriately in an emergency. The School is not responsible for any adverse outcome arising from a failure to disclose.

22.2 In a medical emergency the School attempts to contact the parent on the registered WhatsApp and emergency numbers.

22.3 If the parent cannot be reached within a reasonable time, the School may admit the child to the nearest available hospital or medical facility at its discretion, in the child's best interest.

22.4 All costs arising from such admission or treatment are borne entirely by the parent. Action taken in good faith for the child's safety does not itself give rise to liability against the School.

22.5 Parents must ensure registered contact numbers remain active and reachable at all times during School hours.

23. Lost and found

Loss of personal belongings — books, pens, copies, stationery or similar — must be reported to the Class Teacher on the same day it is discovered. Reports made after the day of the incident may not be resolved, as recovery cannot be guaranteed.

24. Complaints and grievances

24.1 Any complaint regarding a teacher, or regarding a student's academic progress, must be submitted directly and only to the Principal's Office.

24.2 Parents are not permitted to confront a teacher directly, contact a teacher outside official channels, or raise a grievance directly with a teacher on academic or disciplinary matters. All such matters are routed through the Principal's Office.

24.3 The dignity and respect of teachers is a first priority. Any unauthorised direct approach that the School considers to amount to harassment, intimidation or disrespect toward a teacher may result in appropriate legal or administrative action against the parent responsible.

25. Data privacy and student records

25.1 The School collects and retains student and parent personal data — CNIC copies, B-Form details, contact numbers and academic or behavioural records — solely for admission, PEF and Government reporting, Board registration and internal record-keeping.

25.2 Records are not shared with any third party except where required by PEF, the Government of Punjab, BISE Multan or another competent authority, or with the written consent of the parent.

25.3 A parent may request to review the record held in respect of their child by written request to the Principal's Office.

26. Photography, video and social media

26.1 The School may photograph or record students during activities, events and PTMs for record-keeping, and may use such material on the School's official social media pages, website or promotional material.

26.2 A parent who does not wish their child's photograph or video to be used must submit a written opt-out request to the Principal's Office, at admission or at any time afterwards; the request is honoured for all future material.

26.3 In the absence of a written opt-out, consent is treated as given for the purposes in Article 26.1.

27. Withdrawal and School Leaving Certificate

27.1 A parent wishing to withdraw a student must submit a written application to the Principal's Office, giving reasonable advance notice.

27.2 A School Leaving Certificate is issued only once all outstanding dues, if any, and any borrowed School property including textbooks have been cleared or returned.

27.3 Where the student is registered with PEF or BISE Multan, the withdrawal is also reported to the relevant authority as required.

28. Secondary section — Classes 9 and 10

28.1 For Classes 9 and 10 the School facilitates private candidate registration with BISE Multan.

28.2 Subject group selection. The choice of group — Science/Biology, Science/Computer or Arts, as offered — is the joint responsibility of parent and student and must be finalised with the School at the start of the academic year. Where no preference is communicated by the notified deadline, the School registers the student in the Biology group by default.

28.3 B-Form data. Board registration uses the NADRA B-Form data submitted at admission. As this data originates from the parent, no complaint regarding discrepancies in Board registration arising from it will be entertained.

28.4 Board fees. Registration and examination fees payable to BISE Multan are the sole financial responsibility of the parent. The School notifies due dates but is not responsible for late registration or late-fee fines resulting from late payment by the parent.

28.5 Transport to examination centres during Board or PEC examinations is entirely the parent's responsibility, consistent with Article 19.

29. Acknowledgement

Enrolment at Shaheen Public School, Moza Loothar constitutes acceptance of all clauses of this handbook by the parent or guardian, on behalf of themselves and the student. Parents are requested to retain a copy for reference and to sign the acknowledgement form, which is available in the printable PDF above and at

the School office.

Parent / Guardian Acknowledgement

I/We, the undersigned parent(s)/guardian(s), confirm that I/we have read and understood the School Policy Handbook of Shaheen Public School, Moza Loothar in full, and agree to be bound by all its clauses for the duration of my/our child's enrolment.

Student name	
Father's name	
Student Form-B number	
Active WhatsApp number	
Emergency contact	
Father/Guardian CNIC	
Class applied for	

Signature of Father/Guardian	Thumb impression	Signature of School representative

Date (DD-MM-YYYY): _____

Important information we should know, or any special consideration about your child:

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