

## **THE SCHOOL**

Lahore Garrison Grammar School was established in 1990. The school is duly registered with the Directorate of Education Punjab and being administered as private institute duly affiliated with Board of Intermediate & Secondary Education, Lahore.

It is an English medium school which emerged as one of the leading schools of quality education in the town. It has separate campuses for girls and boys.

The school is children's need oriented full time morning school with the aim and object to meet all quality educational requirements of students in a comprehensive manner.

The school is widely recognized for its meritorious work of nurturing the students both social and intellectual level.

It is a matter of great pleasure and honour for the management that with the passage of time LGGS has sustained growth in size and the quality of its results has been improving consistently.

## SYSTEM OF STUDY

The school follows the Lahore Board of Intermediate & Secondary Education syllabi and system for its secondary level classes. Medium of instructions is English. However, option is available for the students to study Islamic & Social Studies in Urdu.

## SCIENCE & COMPUTER LABS

The science laboratories are adequately equipped with the latest apparatus and equipment for physics, chemistry, biology and computer science.

## LIBRARY

The school library has a good collection of books with other interesting educational printed material. The library is equipped with audio-visual aids.

## MEDICAL CARE

LGGS has necessary arrangement and set up to meet the first aid requirements. Dr. Manzoor Ahmad Rana is also available for the students to meet any emergency situation and treatment. His clinic is located just 200 meters from the girls' campus and 400 meters from the boys' campus.

## ACTIVITIES AT LGGS

To enhance students' interest in co-curricular activities the school provides facilities for sports, study tours and trips, educational movies, debates, speeches and science exhibitions. The students' participation in different competitions is highly encouraged other than indoor games.

## 1. PREAMBLE

- 1.1 These rules shall be known as **Lahore Garrison Grammar School Rules**.
- 1.2 These rules shall apply to all the students enrolled at that time or in future or in its any other branch which may be acquired / opened / or merged with / or attached to the school.
- 1.3 The School Management reserves the right to modify, cancel or amend all or any of these rules in whole or in part or subsequent rules from time to time.
- 1.4 Notwithstanding the provision contained in these rules, the school reserves the right to issue instructions, directions and orders for smooth running the school and for maintaining efficiency and discipline therein.
- 1.5 The Managing Body of the school shall be the final authority for the interpretation of rules contained herein and the decision relating thereof, and the decision (s) of the Managing Body shall be final and binding on all students enrolled at that time or in future.
- 1.6 All the rules should be read in conjunction with existing and future rules directly applicable to the school.

## 2. DEFINITIONS

In these rules there is nothing repugnant in the subject or context:

- 2.1 'The school' means **Lahore Garrison Grammar School** or its any other branch.
- 2.2 'Management' means a managing body comprising of the members duly called constituted, or as the case may be, members assembled at a meeting or the members of the school collectively.
- 2.3 'Competent Authority' means the Principal or Administrator appointed by the managing body or such officer of the school to whom the relevant powers have delegated by the Principal / Administrator to the extent authorized by the managing body.
- 2.4 'Regular Student' means a student enrolled in the school until he / she has completed his / her secondary level education or his / her final matriculation examination.

### 3. ADMISSION POLICY

- 3.1 Academic session commences in **March** in each year.
- 3.2 Admission is allowed to class-I to VIII on merit & written examination. All admissions will be based on academic assessments appropriate to the age of the student.
- 3.3 The parents seeking admission are required first to get their child registered. However, registration does not guarantee admission which is subject to the clearance of test and interview. Admission to all classes consists of a written examination in English, Math, Urdu and Science subjects. The successful students will be invited for an interview. They must be accompanied by their parents.
- 3.4 Interviews and admission schedules indicating dates are displayed on the school notice boards in the mid of November every year. Parents must keep in touch with the school office.
- 3.5 If a student as a result of his / her written test is not considered academically suitable for admission into the class for which admission is required then the possibility of accepting him / her in any other class will not be considered unless the child is re-registered and re-tested for the particular class.
- 3.6 Admission age criteria for the classes are 3 to 3½ years for Montessori / Play Group, 4 to 4½ years for Preparatory Classes, 5 to 10½ years for Class I to V and 11 to 13 years for Class VI to VIII.
- 3.8 After admission, change of date of birth is not allowed at any stage.
- 3.7 No admission fee will be payable if application for re-admission is submitted within thirty days from the date of withdrawal.

## 4. SCHOOL UNIFORM

- 4.1 L.G.G.S has its own uniform except playgroup where kids are allowed to come in private clothes.

School uniform is also available at the canteen of boys and girls campuses. The uniform is different for summer and winter seasons as listed hereunder.

### **SUMMER UNIFORM**

#### **Class I to V**

##### **BOYS**

1. White half sleeves shirt with grey school insignia on pocket.
2. Grey tropical shorts/pants
3. Black shoes
4. Grey socks.

##### **GIRLS**

1. Red half sleeves frock with red school insignia.
2. White tight / shalwar.
3. Black shoes.
4. White socks

#### **Class VI onwards**

##### **BOYS**

1. White half sleeves shirt with grey school insignia on pocket.
2. Grey tropical pants.
3. Grey socks.
4. Black shoes (no metal buckle)
5. Black belt with school logo.

##### **GIRLS**

1. Red full sleeves kameez with collar and red logo.
2. Red sash.
3. White socks.
4. Black shoes.
5. For hijab red scarf without lace.

# WINTER UNIFORM

## Class I to V

### BOYS

1. White full sleeves shirt with grey school insignia.
2. Grey steel colour pocket trousers.
3. Grey sleeveless sweater.
4. Navy blue blazer with badge pocket.
5. Grey socks.
6. Black shoes without laces (No joggers boots and no metal buckle)

### GIRLS

1. Red full sleeves frock with red school insignia.
2. White tight / shalwar.
3. Black Shoes
4. Navy blue blazer with badge pocket
5. White socks.

## Class VI onwards

### BOYS

1. White full sleeves shirt with grey school insignia on pocket.
2. Grey pants with pockets.
3. Grey sweater without sleeves.
4. Navy blue blazer with badge pocket.
5. Grey socks.
6. Black shoes (without metal buckle)
7. Black belt with school logo.

### GIRLS

1. Red full sleeves kameez with collar and red logo .
2. Red sash
3. Red sweater without sleeves.
4. Navy blue blazer with badge pocket
5. White socks
6. Black shoes.
7. For hijab red scarf without lace.

## 5. WITHDRAWAL POLICY

- 5.1 If parents wish to withdraw their child from the school, one month notice in writing must be given to the school or one month fee in lieu thereof.
- 5.2 No notice is required if a student is withdrawn within one month from the date of announcement of the annual result.
- 5.3 If a student has been advised to withdraw from the school due to disciplinary reasons, the school in the event of such withdrawal shall not be required to give any notice before enforcing its decision which shall be within the sole discretion of the school.
- 5.4 If a student fails in the same class for two consecutive years or has failed to qualify promotion on two different occasions in his / her school carrier.
- 5.5 A student shall be deemed to be enrolled in the school until he / she has completed his / her normal education, having taken his / her final secondary school examination (Matriculation).
- 5.6 School leaving certificate will be issued on request only after the clearance of dues.



## 6. ANNAUL EXAM & PROMOTION POLICY

- 6.1 Annual examination is held during the month of ..... each year. In Urdu, English and Mathematics tests / exams for class-III to VIII 30 to 40 % of the paper may and shall be unseen. This is introduced mainly to develop and assess conceptual proficiency and creative writing ability of the students.
- 6.2 The students will be eligible for promotion to the next class who get at least 50 % marks in all core subjects.
- 6.3 Only those students of **class-VIII** will be eligible to opt science subjects in the next class provided they get at least 60% marks in all four major subjects i.e. Urdu, English, Science and Mathematics.
- 6.4 The school, in its sole discretion, shall have the right to withhold examination admission form of the Board or release of the examination roll no. slip due to any of the following:
  - i. Non participation / failure in the school send-up tests / examinations.
  - ii. Short / Poor attendance i.e. less than 80% (The admission of class IX & X, if it had been sent for board exam, could be withheld as per Lahore Board Policy)
  - iii. Non-payment of school dues.
  - iv. Overall poor/unsatisfactory academic performance.

(The school or its administration shall not be liable for any loss accruing to the students due to any such failure or lapse on the part of the student).
- 6.5 Decision of the Principal or Staff Council regarding result, demotion or promotion etc. would be binding and considered final.

## 7. FEE RULES

- 7.1 Fee is received from 1<sup>st</sup> to 15<sup>th</sup> of every month between 8:00am to 11:00am. Fee will be accepted on 16<sup>th</sup> if 15<sup>th</sup> of the month falls on holiday. After 15<sup>th</sup> a fine of Rs. 10/- per day will be charged upto 15<sup>th</sup> of the next month. Thereafter, name of the student will be struck off the school roll. In that case, the student may seek re-admission (only once) within next six days on repayment of admission fee at the prevailing rates.
- 7.2 The school reserves the right to review/ /modify or amend the tuition fee or any other charges, rules or any part thereof without any prior notice.
- 7.3 The school reserves all the rights to review and increase registration fee, tuition fee or any other charges maximum upto 10% per annum.
- 7.4 The fees for the month of July and August are payable on bi-monthly basis i.e. the fee of **July** will be payable with the fee of **April** and fee of **August** will be payable with the fee of **May** each year.
- 7.5 Fee concession / stipend is granted to deserving students having excellent educational performance and regular attendance. If a student who is availing fee concession / stipend fails in any subject or exam the concession / stipend will be withdrawn.
- 7.6 Annual / miscellaneous expenses (worksheets, photocopy etc. charges) will be payable every year in the beginning of academic session. (Annual charges equivalent to one month fee are applicable)
- 7.8 Dues once paid are non refundable / transferable in any case.

## 8. LEAVE RULES

- 8.1 Every student of the school is required to be regular in the class. During an academic session, minimum requirement of attendance is 80%. In case of short attendance, the student will not be eligible to appear in examination.
- 8.2 All leave applications must be presented on prescribed leave form properly signed. One leave application booklet may be used only for one student. The leave should be sent to school on the same day. However, owing to severe and emergency circumstances the leave application may be presented afterwards, but in normal circumstances no leave will be accepted on the next day.
- 8.3 A leave application must be countersigned by the applicant's father / lawful guardian otherwise application would not be entertained.
- 8.4 Leave upto three days will be sanctioned by the concerned class teachers and more than three by the Vice Principal / Principal.
- 8.5 Leave on medical ground exceeding four days or more will be granted only if it is duly supported with a medical certificate from a registered doctor/hospital.
- 8.6 Any student remaining absent from school without leave and permission for a continuous period of 06 days (excluding holidays) shall liable to be struck off the school roll without notice. In that case, the student may seek re-admission within next 06 days (on repayment of admission fee) explaining the cause of the absence to the satisfaction of the Principal.

- 8.7 In case of absence (without any application / permission), a fine of Rs. 100 per day for class IX & X will be charged upto six days and thereafter name of the student will be struck off the school rolls.
- 8.8 In normal circumstances, the students of class-VIII, IX & X are not allowed to avail leave for two or more days consecutively or otherwise in a month.
- 8.9 In case of absence (without any application / permission) of a student of class I to VIII, a fine of Rs. 10 will be charged upto six days and thereafter name of the student shall liable to be struck off the school roll.
- 8.10 In case of deliberate/intentional absence from routine or announced tests, a fine upto Rs. 100 per test shall be imposed.
- 8.11 In case of unauthorized absence from the **SEND UP** or **PRE-BOARD EXAMINATION**, a fine upto Rs.500 per paper shall be charged.
- 8.12 A student cannot leave the school premises once his / her presence is marked. If an unexpected illness or emergency occurs, he / she or parent may seek permission from the Principal / Vice Principal (In case of Principal's leave/absence).

## 9. DISCIPLINE POLICY

The following shall be deemed to constitute misbehaviour or breach of discipline:

- 9.1 Breach and evasion of lawful orders / instructions issued by the teacher(s), coordinator, Vice Principal or the Principal.
- 9.2 Impertinence, disobedience, undisciplined behaviour, intemperance or any other untoward incident / act subversive to discipline.
- 9.3 Absence from class assessment / examination, cheating in examination, irregular, late coming and habitual absence from school without permission (habitual late comers may either be sent back to their homes or their parents will be called in the school according to the situation)
- 9.4 Engages in fighting or violent behavior in school or at school functions.
- 9.5 Any spontaneous act of physical violence which is intended to cause pain or injury or which is intended to result in physical contact which will be insulting or offensive to another.
- 9.6 Hampering the learning process in the class, makes loud and raucous noise in the class/vicinity of school or at school functions, causing unreasonable distress to the occupants or participants thereof.
- 9.7 Possession / use of a mobile phone with camera or any other objectionable material.
- 9.8 Directs abusive epithets or makes any threatening or rude gesture which the person knows or reasonably should know is likely to insult or to provoke a violent reaction by another.

9.9 Any other act of willful omission or commission which the Management or the Principal may hold to be misbehaviour / indiscipline.

9.10 Policies and rules aimed at maintaining academic discipline are not challengeable.

## 10. DISCIPLINARY MEASURES

The following punishments may be imposed depending on the nature of misbehaviour / indiscipline.

- Counseling and placement under observation (Parents are to be called for apprising of the situation)
- Issuance of warning (Parents are called and sign assurance)
- Special fine
- Ban on the entry of student in the school for any specified period
- Removal from school

For any matter / dispute, a committee will be constituted consisting of the Vice Principal, one member nominated by the Principal, one staff member nominated by the student concerned and one senior member from the staff council. The decision of the committee would be considered final and binding in all respect on both parties.

## 11. INTER BRANCH TRANSFER

11.1 If a student qualifies for inter branch transfer, no admission fee will be charged by the branch to which the student has been transferred.

11.2 Students of class IX and X are advised not to seek transfers in the final two years of their schooling otherwise the school will not be responsible for the consequences arising therefrom.

## 12. RELOCATION OF SCHOOL PREMISES

The School Management may shift the premises of any branch of the school to another location for any reason and the consent of the parents shall not be necessary in this regard. However, an advance notice shall be given to the parents.

## 13. GENERAL

Parents / Guardian must get themselves fully acquainted with all the procedures and requirements / rules of the school regarding admission, fees, promotion / demotion, withdrawal etc. The parents admitting the child will be deemed to have agreed to abide by these and no appeal shall lie against it.

- 13.1 Students are required to wear the prescribed proper uniform while attending the school.
- 13.2 The students are not allowed to bring cell phone in the school. If a student is found possessing a cell phone he/she will be fined upto Rs. 1000.
- 13.3 Nobody is allowed to keep or bring dangerous objects or even licensed arms & ammunition inside the school premises except authorized security guards.
- 13.4 Late coming is not a genuine or probable excuse. Late comers will be fined Rs. 10/- per day or may be marked absent. Continuity of this practice may render the student liable to strict action. This action may include special fine and finally expulsion from the school.
- 13.5 Private telephone calls of the students will not be entertained. However, an emergency message can be conveyed.

- 13.6 The school management reserves the right to make, revise, amend or introduce any rule as and when deemed appropriate according to its need.
- 13.7 The school, in its sole discretion, shall have the right to withhold examination admission form of the Board or release of the examination roll number slip due to any of the following:
- i. Non participation / failure in the school send-up tests / examinations.
  - ii. Short / Poor attendance i.e. less than 80%
  - iii. Overall poor academic performance.
  - iv. Non-payment of school dues.
- (The school or its administration shall not be liable for any loss accruing to the students due to any such failure or lapse on the part of the student).
- 13.8 Students as per rules are promoted to the next class after examination. In this connection, they are required to get themselves enrolled for the next class by depositing the prescribed fee otherwise their names will not be listed in the next class.
- 13.9 Sections once allotted to the students shall not be changed without any valid reason or justification.
- 13.10 The school does not take any responsibility on account of postal delays or consequences thereof.
- 13.11 The institution shall not be held responsible for any damages/charges on account of injuries which may be sustained by the student while taking part in sports or other co-curricular activities of the school.



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**LAHORE GARRISON GRAMMAR SCHOOL, AWAN TOWN, LAHORE**

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*Prospectus*



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*Ph:042-35961342-4*

*website: [www.lggs.com.pk](http://www.lggs.com.pk)*

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