



LEARNING ALLIANCE

POLICY MANUAL

CLASSES I - O LEVEL

International Baccalaureate (Candidate School)

Primary Years Programme (IB PYP)

Middle Years Programme (IB MYP)

www.learningalliance.edu.pk



INTRODUCTION

The management of LEARNING ALLIANCE is committed to providing a safe and orderly environment that enhances the educational process and grooms each student into a responsible and law abiding individual. Our faculty is consistently aiming towards imparting knowledge and promoting intellectual growth. The curriculum ensures that individual needs are catered to and that students have an opportunity to participate in new, varied and stimulating experiences. Success of our students is not only ensured by examination results, but also through involvement in various co-curricular and community services.

The policies and procedures provided in this manual are to make you aware of the rules and regulations that will help you and your child to better understand the philosophy and ideology of this institution and become an integral part of it.

All the policies stated in this manual are governed by the School Board. Rules and regulations contained within this publication are not all inclusive, and the Board reserves the right to address other disciplines and act in a fair and equitable manner. The Board also reserves the right to assess rules and regulations from time to time on individual basis and act accordingly. LEARNING ALLIANCE is a co-educational institution where students are encouraged to maintain a healthy interaction with their peers. However, strict parameters are drawn for conduct.

Our academic program is rigorous and challenging and all students are expected to perform at their optimum best.

MISSION STATEMENT

LEARNING ALLIANCE is committed to developing the students as a whole, not only the intellect but also the personality by empowering them to become confident and competent lifelong learners. Our goal is to inspire our students to evolve into responsible, compassionate and dynamic citizens of the global society.



GENERAL POLICIES

UNIFORM

Students and parents are reminded that attire and appearance of the student should be given attention. Students should be dressed in proper sized and clean school uniform. Boys should have their shirts tucked in. Long or unkempt hairstyles are not allowed. Sagging or wearing pants below the waist is not allowed. Girls are not allowed to wear any jewelry or make up. Their hair should be smartly tied at the back or a black head band must be used. Students are not allowed to streak or dye their hair. Furthermore dignity of the school uniform must be maintained at all times, on or off campus.

LEARNING ALLIANCE has a standard uniform, details of which are available at the school office and on the school's website. Winter and summer uniforms have to be worn according to the announced time schedule. Sports kits are to be complete and according to the requirements of the particular activity. No fancy shampoos, trainers or other paraphernalia is allowed.

SCHOOL BAGS

Our students are expected to carry only the authorized school bag, no other bags are allowed. School policy also strictly prohibits students from carrying heavy backpacks. Students must make an effort to arrange their bags according to their time table, and make it a point to use their personal lockers to store books and copies, so that their bags do not become unnecessarily heavy. All copies and books will be sent home approximately two weeks before the Mid-Year and Final Examinations, for home revision.

HYGIENE

Personal hygiene must be given proper attention. Nails should be trimmed and cleaned regularly. Hair should be free of nits and lice. Unkempt students may be quarantined in case of hair lice or any other contagious infestation. If necessary, the school management reserves the right to have a student's hair trimmed in school. Students must wear a clean white vest to avoid sweating and body odor. The school management reserves the right to send home any student who comes to school looking untidy.



ATTENDANCE & LEAVE OF ABSENCE POLICY

Regular school attendance is a vital aspect of scholastic achievement. Unnecessary absence and tardiness are not tolerated. Students must maintain the following percentages of attendance, per academic year:

- Class I – A Level Cambridge International Examination Programme – 95%
- PYP I – MYP IV (Class I - IX) International Baccalaureate – 95%

If students take unapproved leave and/or the minimum attendance requirement is not met, students will be subject to one or more of the following:

- A Rs.500/day fine included in the tuition fee bill for the next term
- Not be permitted to sit their Final Examinations
- Have their name struck off the enrolment list

LEAVE OF ABSENCE APPLICATIONS

A parent or guardian may apply for leave of absence by sending in a written application. If applications are accepted, leave may be granted. Submission of an application does not guarantee authorization. If one day casual or medical leave is taken, the school must be informed in writing or via Email.

Leave of Absence applications for the following reasons are NOT approved:

- Absence taken immediately before or after scheduled school holidays or official public holidays.
- Leave during Mid-Year Examinations (CIE stream), term assessments (IB) or Final Examinations (CIE + IB). Mid-Year Exams, the 3 term assessments and Final Exams will not be rescheduled for a later date. Upon their return, students will be assessed, and promoted/detained accordingly.

APPROVED LEAVE

- Any one day casual leave taken or any leave (non-medical) that has been approved in writing by the school administration will be classified as Approved.
- Approved Leave will be included in the 5% annual leave quota allotted to each student.



- Any extra days of Approved Leave that exceed the 5% allotted quota will be categorized as Unapproved Leave (see below)

UNAPPROVED LEAVE

- Any leave taken after the allotted 5% quota has been exceeded will be marked as 'Unapproved', regardless of whether a prior application has been submitted.
- Any leave taken immediately before or after a school holiday, unless on medical grounds.
- Unapproved Leave will incur one of more of the outlined penalties (see above)

MEDICAL LEAVE

- Any leave taken for more than one day on medical grounds.
- Medical leave must be supported by a certificate from a reputable organization/doctor, to be submitted to the school office upon the student's return. Such documentation can be verified by the school medical consultant.
- The School Board reserves the right to approve or disapprove the credibility of medical documentation provided.

It is the responsibility of a parent/student to complete all missed class work covered during leave of absence. A Weekly Overview of classwork and homework is uploaded on the student web portal every Friday. Parents may take an appointment with the Academic Coordinator to collect homework books and copies.

PUNCTUALITY

School timing is staggered to avoid traffic congestion. Students are expected to be punctual at all times. Students will be sent home in case of late arrival. Parents must collect their children from school within half an hour of their regular home time. Students collected after half an hour of home time will be fined. In case of extraordinary circumstances a parent is advised to call the school office to avoid any inconvenience.

LEAVING SCHOOL EARLY

Students are not allowed to leave school before home time. In case of an



emergency the school office must be contacted and a gate pass obtained. Visits to doctors & dentists should be scheduled outside school hours.

SICKNESS DURING THE DAY

Any student who is feeling too ill to continue classes should report to the class teacher or administrator for immediate assistance. Permission to return home may be granted and Parents/Guardians will be duly informed.

RADIO FREQUENCY IDENTITY CARDS

Students will be issued RFID cards which authorize valid entry to school premises and also maintains a computerized in and out time record.

Loss of the school RFID card should be immediately reported in writing. The office will then issue a new card with relevant replacement charges.

Parents /drivers coming to collect students must be in possession of a valid school identification card. The school reserves the right to stop any student from leaving the school premises if deemed necessary.

LOCKERS

Personal lockers are assigned to all students for safe keeping of books, stationery, sports gear etc. Students are responsible for all items kept in their lockers and are strictly advised not to store items that have been mentioned as prohibited in this policy manual. Parents are informed that there will be random checking of lockers and the students will face strict consequences for storing any prohibited items. In case the key of the assigned locker is lost, a new key will be provided with extra charges.

LOST AND FOUND

Students are responsible for their belongings and the school will not be held responsible for any damage to or loss of items. Lost and found items should be brought to the Administrator's notice. Students who lose articles should inquire in the office to see if it has been turned in. The student/parent will have to sign a retrieval slip. Unclaimed items will be sent to any charity organization in June.

SCHOOL CAFETERIA AND SNACKS

Students may bring a snack to school or, if the facility is available at a particular branch, purchase lunch from the school's catering service. Parents of students in classes I-IV may purchase lunch coupons for the canteen at the Administrative Office, students are not allowed to bring in money. Students of Class V above may bring money to use in the cafeteria at lunchtime. Each



branch has its own cafeteria and canteen facility and students must abide by rules of each branch accordingly. Carbonated drinks and junk food are not allowed. No food or drink other than water is allowed during class time. Students are not permitted to eat in corridors, the library and laboratories.

SOCIAL NETWORKING

Students are attracted to many social networking websites where they can post comments, videos and pictures. The school strictly prohibits any student from class I-VIII to become members of social websites. Photographs taken during any of the school activities, outdoor or within the campus are strictly prohibited from being uploaded on social websites without being individually approved by the school administration.

Students/parents are strictly prohibited from adding/inviting any of the teaching or/and administrative staff on their personal friends list or to have any communication with the staff via email, chat rooms or any form of social networking unless it's through the school's monitored network.

COMMUNICATION WITH PARENTS / GUARDIANS

LEARNING ALLIANCE operates as a community and a strong communication with the parent body and vice versa is considered essential. Therefore, it is absolutely necessary that all contact information such as residential address, e-mail and contact numbers are regularly updated with the school office.

We highly discourage any one other than a parent or legal guardian to communicate with the school or attend a Parent Teach Meeting. In the event that a parent would like to appoint a relative or acquaintance to meet/communicate with the school on their behalf, a letter of authority written and signed by both parents must be submitted to the School Office in advance.

Our parent body is encouraged to communicate with staff and be open about any concerns they may have. Any aggression or abuse directed towards our staff will not be tolerated. Parents must maintain their composure while interacting with teachers and administrators. Parents are requested, to keep the comments they make in the student diary courteous and productive.

Parents are advised to check their child's web portal and SMS texts daily. Please note that the SMS services do not receive messages in response. Parents are encouraged to communicate with the school authorities via e-mail at info@learningalliance.edu.pk.

Except in an emergency, students will not be allowed to use the telephones in the office. If need be, messages may be taken and the students will be duly



informed. Parents are not allowed to call school staff on their personal phone numbers. Parents must inform the school in writing if they travel out of the city and also confirm who the school may contact in their absence, if the need arises.

PARENTAL HUB

LEARNING ALLIANCE selects certain parents as members of the Parental Hub. In case of emergency, the school will utilize this service to convey important messages to the parent body. Two responsible parents from each class are appointed by the School Management. Each of the two volunteering parents who agree to the responsibility are then provided a list of contact numbers for half the parents of their child's class. In case of any emergency during school hours, these parents are responsible for contacting all the other parents in their respective classes.

Responsibilities of Parental Hub Members:

- To maintain complete confidentiality and trust with regard to parents' contact information.
- To ensure that parents' contact information is **not** used under any circumstances, for purposes other than those requested and deemed necessary by the School Management.
- To ensure that contact information is not used for any speculation, gossip or rumour mongering.
- To give the school advance notice in written form if Parental Hub responsibilities are being given up for any reason whatsoever.

SCHOOL OFFICE

The school office remains open from 8:00 a.m. - 3:30 p.m. Monday - Thursday and till 1:30 p.m. on Fridays. It is also open on Saturdays from 10:00 a.m. - 2:00 p.m. Parents may contact the school office for general queries via phone or email at info@learningalliance.edu.pk. All requests for leaving certificates, visa letters, and/or recommendation letters must be made in writing or emailed to the school office. The school office may take up to 3 working days to fulfill such requests.

TEACHER HUB

Teachers are also in possession of a list of contact numbers for their entire class. They are responsible for conveying any urgent notices or school messages to parents after school hours. Please note the name of the person delivering any such messages. Parents are strictly forbidden to contact teachers on their personal numbers at anytime.



VISITORS

Parents or any other guests are strictly prohibited to approach the classroom area without prior permission from the school office. The school does not entertain any requests for casual visits by any parent or otherwise. Students are not allowed to bring visitors to school unless approved by the management. Only people with official business are allowed on the campus and should report to the school office to receive valid permission. All visitors to the school must be appropriately dressed, wear a visitor's badge and must conduct themselves in a decent and courteous manner.

PRESENTS / GIFTS TO TEACHERS OR CUSTODIAN STAFF

Giving presents to teachers or tipping the custodian staff by students or parents is strictly prohibited. The management reserves the right to take appropriate action. If on any occasion, the need arises for tipping the custodian staff, all items (money, clothes, food etc.) must be deposited with the school office and a receipt obtained. The office will then distribute the items accordingly.

BIRTHDAYS IN SCHOOL

Birthdays may be celebrated with class fellows in the school. The school guidelines permit only a birthday cake to be brought from outside. No giveaways for students are allowed. The class teacher and the school office must be informed in writing at least two days in advance. Birthday invites may be distributed in the class rooms. However, the contact numbers of other students will not be given to parents.

DISTRIBUTION OF FLYERS OR LITERATURE

Students and parents are advised not to distribute any printed material, pamphlets or flyers in school.

TRAFFIC RULES

Parents should make sure that they follow the traffic rules laid down in this policy manual. These are in place to ensure a smooth traffic flow. Parents should also make sure that their drivers follow the rules as well. Failure to do this will result in strict action by the school office.

- Observe traffic flow.
- Wait in a queue to drop your child in front of the assigned school gate.
- If need arises, park your car along the assigned area only.
- Please note that parking is at owner's risk. School does not take any responsibility of vehicles parked in the assigned areas.



- Do not blow horns in the vicinity.
- Do not block neighbouring entrances.
- At home-time do not come excessively early, ten minutes prior to your child's home time is adequate.
- Drivers must be strictly instructed to adhere to traffic regulations as directed by the school staff. It is noted that drivers have little regard for these rules and school guards, such unruly behaviour results in disarray of traffic.
- No armed guards accompanying students will be allowed to get off their personal vehicles.
- Do not let children under the age of 12 sit in the front seat.
- Encourage children to wear seat belts.
- Students are not permitted to indulge in under age driving.
- Any aggression or abuse directed to our staff will not be tolerated.

SECURITY & EMERGENCY PROCEDURES

The school employs Special Service Group (SSG) Commandos and trained security guards to provide maximum security to our premises. No weapons are allowed on the school premises. Guards may frisk search gentlemen and drivers. Ladies in hijab may be requested to step aside for identification by a female supervisor. There are surveillance cameras and fire extinguishers installed all over the campus. The security guards may request for confirmation of identification and the School Management reserves the right of admission and may decline request for entry.

Planned evacuation or lockdown drills are conducted on Saturdays with the school staff and surprise drills may be conducted any time during school hours. The staff members are updated with emergency procedures and equipment. They are also familiarized with first aid procedures and dealing with emergency situations. The school takes extra precautions to ensure the safety and security of all children. However, the management does not take responsibility of any untoward or unforeseen incident.

RFID CARDS / GATE PASS

RFID cards are checked while entering and exiting the school premises. No child will be allowed to leave the school premises without proper identification. Parents or drivers must always present a valid student identity card to avoid any inconvenience. In case a parent/driver is not in possession of the student ID card, the school administrator will issue a gate pass for that day after proper verification.



If you have misplaced or lost your child's RFID card, immediately inform the school office and hand in an application to have a duplicate ID card issued. It is the parent's responsibility to monitor the validity period of the child's card. Upon expiry, you must contact the school office for renewal. The school office must be informed promptly if there are any changes in the address or the telephone numbers stated.

PICK & DROP TO SCHOOL

We do not recommend sending your child with domestic staff or on the school transport at this level. We appreciate that you pick and drop your child personally, however, if you cannot then we strongly recommend involvement of grandparents to provide such support. All armed guards accompanying children must stay inside their cars.

SMS ALERT

In case of an emergency situation, we will inform you through our SMS service on your priority number and expect you to follow directions in a calm and organized fashion.

EMERGENCY EQUIPMENT & FACILITIES:

- Fire Extinguishers
- Smoke Detectors
- Shatter proof glass on all windows/doors
- Multiple Staircases
- Steel Ladders in all sunken areas
- Regular, Planned, and Surprise Drills
- Evacuation & Lockdown Drills
- Clearly defined fire exits
- Emergency alarms
- Our staff regularly carries out both evacuation and lockdown drills.

EVACUATION

An Evacuation would be carried out in case of fire, earthquake, or an event in which the school building is considered unsafe for people to stay in.

AIM OF EVACUATION DRILLS:

- Evacuation of the building is achieved in a speedily and orderly manner.
- People who have designated responsibilities, carry out their tasks sensibly.
- Defined escape routes are used according to a practiced plan.



- To promote an attitude of mind whereby everyone will react rationally

LOCKDOWN

A Lockdown would be implemented when persons with firearms or weapons come near the school campus, fire gunshots near the campus, or if there is an incident involving dangerous persons that are within a short distance of the vicinity. These are just examples and are not absolute situations that will occur.

AIM OF LOCKDOWN DRILLS

- To make all students rehearse going into the nearest classroom while remaining calm and quiet.
- To make staff members aware that they are accountable for students and have to ensure that no one leaves the safe area.
- To train everyone not to leave until a clearance is given from the people in charge that the condition causing the lockdown has been eliminated.

FEEDBACK AND SUGGESTIONS

LEARNING ALLIANCE has an open door policy and a very receptive attitude for all advice and complaints from the parent and student body. You are welcome to send your feedback through e-mail or in writing to the school office. Anonymous letters will not be entertained. The Principal and the entire administration are committed to constantly improving the standards and your participation is valued and appreciated. Your comments will not in any way reflect on your child and will not affect the professional relationship the management would like to maintain with its parent body. However, there is no room for harsh statements, verbal complaints or threats by parents to any of the school staff.

INTER BRANCH OR TRANSFER TO THE CIE STREAM

Inter branch transfers or transfers to the CIE stream may be requested before the term ends in June for the new academic year beginning in September. Transfers are made only against vacant seats.

MEDICAL POLICY

The school campus has a full time medical attendant on duty during school hours to deal with minor ailments and first aid. However, the school's priority is always to inform the parents in case a student is unwell or has an accident. If the parents are not contactable, emergency contact given at the time of admission will be automatically be contacted. The school, however, is obliged to report in writing to the person collecting the student with the details of the



ailment/injury and the first aid administered.

In any serious medical emergency, the school administration may take upon itself to rush the student to a recognized emergency hospital and contact specialized doctors and or administer life-saving drugs. The hospital bill will be charged to the parents. No student is allowed to come to school with fever or any contagious disease. Parents should make sure that such incidents do not occur as they jeopardize the health of other students as well as the faculty. The school reserves the authority to request for a medical certificate whenever it considers necessary.

IMMUNISATIONS

The parents or guardians of each child admitted to the school shall present a certification from a licensed physician that the child has received immunization against diphtheria, tetanus, measles, rubella, German measles, mumps and poliomyelitis.

Immunization against Cholera, Typhoid and Hepatitis A should be boosted (after your doctor's advice) before swimming classes begin in summers.

CAREER COUNSELLING POLICY

To achieve our goal of educating and grooming students into positive and confident individuals, we believe in giving more than individual attention to our students. Facility for complete counseling is provided to all those who may be in need of it. LEARNING ALLIANCE has a psychologist who may screen students if the need arises. After screening a student may be kept under observation. However, this may only be done after informing parents and getting a consent signed. The school psychologist cannot give out written evaluations. If a complete written evaluation is needed then such students may be referred to professionals. Parents are obligated to submit a proper evaluation by a certified psychologist / psychiatrist whenever the school deems necessary. Parents must inform the school if they require counseling services for their child.



CONDUCT POLICY

Students are expected to conduct and reminded to show respect for fellow students and staff by avoiding inappropriate display of affection. They are to behave according to the norms of decency in the school, on field trips or at any other school activity being conducted on or off the campus.

BULLYING/HARRASSMENT

LEARNING ALLIANCE can never be complacent in this area. The school takes this matter very seriously. Bullying is repetitive behavior which makes other people feel uncomfortable or threatened, whether this is intended or not. There are many types of bullying, some of which are mentioned below:

Physical: hitting, kicking, taking or hiding belongings, including money.

Verbal: name-calling, teasing, insulting, writing unkind notes or text messages.

Emotional: being unfriendly, excluding, tormenting or spreading rumors, harassment or prejudice by any student for any reason is strictly prohibited.

At LEARNING ALLIANCE, we encourage a friendly environment where such an attitude is completely unacceptable and will be strictly dealt with.

TOBACCO, CONTROLLED SUBSTANCES & DRUG TESTING

Students are forbidden to possess, use, sell or misuse tobacco or any other controlled substances in school, during school activities, in school vehicles or outside the school premises while wearing the school uniform. Parents/guardians will be notified of such incidents.

The school administration reserves the right to conduct or authorize random or specific blood tests and drug related tests on any student(s) suspected to have indulged in the use of a control substance on or around school premises. Parents/guardians will be informed about such initiatives; however, the school reserves the right to conduct such tests without the requirement of parental consent.

MOBILE PHONES IN SCHOOL

Students are strictly prohibited from bringing mobile phones or any related cellular devices on campus during school hours. The school administration reserves the right to confiscate any mobile or cellular device – switched on or off - found in possession of or belonging to a student for the remainder of the academic term. Students found in possession of a mobile phone in school may



also receive a fine of Rs. 500 to be included in the next fee bill. Confiscated mobile devices will only be returned by the Vice Principal at the end of the term.

THEFT

Theft is defined as taking or having in one's possession anything that does not belong to oneself, without permission or consent. This may also include purposely hiding any item for the sake of fun or prank.

CHEATING

There must be clear objective evidence of cheating for this policy to be applied. Examples are cheat sheets, answers on hand, copied tests, copying from another student's test, giving away the answers, passing notes or answers during quizzes or tests, copying homework or class assignments and plagiarism.

BUNKING CLASSES/TRUANCY

Students at LEARNING ALLIANCE are expected to attend all scheduled classes during the week. Bunking or truancy is strictly prohibited whether it's missing classes while being present in school or international unauthorized absence from compulsory classes. An SMS will be sent to a parent if a student has missed any class. Parents are to take serious note of this and ensure that student's attendance is not compromised at any cost.

Students are expected to conduct themselves in a dignified manner and maintained the decorum expected of them at all times, inside or outside school. The school environment is created to develop each student's emotional, psychological and academic growth. Therefore, students must respect the school's conduct policy.

FIGHTING

Fighting or causing others to fight is specifically prohibited in school and at all school events, in and out of the school campus. Fighting is deemed as taking part in a physical or verbal struggle. Fighting is not an acceptable alternative to dealing with disagreements among students. Students are encouraged to seek help from a counselor, teacher or an administrator if a problem arises. Fighting endangers the health and safety of students and disrupts the proper order of the school. Violation of this regulation will result in suspension or immediate expulsion.



RESPECT FOR DIVERSITY

The school has a deep commitment towards providing a safe, secure and tolerant learning environment in which all students feel valued and respected. Respect and understanding of cultural diversity within the school and its community is actively promoted. Racism can be based on religion, ethnicity, culture or social background. The school takes prejudice very seriously and will take appropriate action to combat any incidents deemed to be racist in nature.

INAPPROPRIATE LANGUAGE

The definition of bad language is a student's use of profane and obscene or abusive language. This will not be tolerated whether the communication is written or verbal or a gesture.

INSUBORDINATION

Students must demonstrate respect for fellow students and the school staff. Students who continually refuse to respond to school guidelines or requests are insubordinate. Non-compliance of school rules causes unnecessary disruption to the learning process and will not be tolerated.

SCHOOL PROPERTY

Vandalism of school property i.e. destruction or defacement of any school property, including books, supplies, facilities and equipment is strictly prohibited. Should any school property be damaged, the student or the parents/guardians of the responsible student will be contacted to pay for the damaged item. Students must not touch or play with Fire Alarms and Extinguishers unless there is an emergency.

PUBLIC DISPLAY OF AFFECTION

All students at LEARNING ALLIANCE are expected and reminded to show respect for fellow students and staff by avoiding inappropriate display of affection. They are to behave according to the norms of decency in the school, at field trips or at any other school activity being conducted on or off the campus.

SELF HARM & RESTRAINT

If a student is suspected of harming himself/herself in anyway, the school will seek to do all it can to assist the student to come to terms with and correct his/her behavior. The policy of harming oneself might include cutting or/and



bruising or ingesting any sort of toxic material. The school takes in view that such students need professional help. Parents will be informed of any such matter. The school may request a withdrawal depending upon the gravity of the situation.

LABORATORY USAGE

State of the art laboratories for Physics, Chemistry, Biology, Robotics and Food & Nutrition etc. are provided for students. Students should be careful not to damage or vandalize the equipment provided. Any damage would result in a fine. Students are reminded that Laboratories are to be used for the sole purpose of enhancing knowledge and for further research. The following are prohibited:

- Mishandling and damaging any material or equipment.
- Accessing, uploading, downloading, transmitting, printing, displaying, or distributing obscene or explicit material.
- Vandalizing, damaging or disabling the property of a fellow student or teacher.
- Debilitating or disabling systems or networks through the intentional misuse or overuse of electronic distribution or storage space.
- Spreading computer viruses intentionally through the inappropriate use of files or diskettes.
- Using another student's or teacher's password, trespassing in another person's folder, work space or files.

CIVIC DUTIES

The school administration can advise a student or a parent on their children's civic and social responsibilities. This may include:

- Juvenile driving
 - Hooliganism
 - Inappropriate behavior
 - Vandalism
 - Irresponsible behavior towards the environment
- ##### Spreading rumors



DISCIPLINARY POLICY

LEARNING ALLIANCE maintains a very strict discipline policy. The fine line between a student's self-expression, creativity, confidence, joy for learning and discipline is strictly defined at LEARNING ALLIANCE. This policy manual clearly states rules and regulations for maintaining an orderly and healthy learning environment. These rules apply to all school activities conducted inside or outside the school premises. Grooming our students into fine young people and instilling in them values and responsibility is an important part of education. Your support and cooperation in this regard is essential. Please note that the school policy does not permit the staff members to hit, pass any personal or demeaning /derogatory remarks, physically or emotionally abuse a student.

DETENTION

Any student of Class III upwards may be detained after school, as and when deemed necessary. Please note that detention will require the student to stay back an hour or more after school. Parents will be duly informed by phone to avoid any inconvenience.

SUSPENSION

Two detentions will result in suspension of the student for a day. However, in case of grave violation of the school rules the Principal/Board reserves the right to suspend any student without any prior notice or detention. A warning letter will be issued with every suspension.

COMPULSORY WITHDRAWAL

LEARNING ALLIANCE considers compulsory withdrawal as the last resort. School policies and regulations notwithstanding, there could be situations where the school is unable to resolve the quandary in a manner which is suitable and acceptable to all the stake holders. Upon issuance of the third and final warning letter, parents will be bound to compulsorily withdraw the student from the school.

In case of extreme misbehavior and misconduct, the Principal/Board reserves the right to expel any student on an immediate basis. There will be



no consideration for readmission of an expelled student to the regular school program. Upon failure of a parent to comply with the provisions of this section, the Principal/Board may proceed against such a parent for willful and unreasonable refusal to participate in efforts to improve the student's behavior. In any such situation, the decision of the Principal/Board will be considered final. No attempt should be made by the parent to influence this decision. Any such attempt by the parent be it in any form will be considered hostile and will be dealt with accordingly.

The School Board also reserves the right to request parents to visit a medical professional for an assessment/consultation in case of any observation made about their child's health or behaviour. In such circumstances, parents are obliged to cooperate, have their child assessed and submit the results to the school. Parents' refusal to do so may result in their child receiving a request for compulsory withdrawal.



ACADEMIC POLICY

The curriculum at LEARNING ALLIANCE has been developed and regularly updated by the Academic Board. Students are offered the Cambridge International Examination Board and the International Baccalaureate Middle Years Programme, as well as select classes in the Aitchison College Preparatory Stream. Career Counseling and planning for University placements begins from Class VIII. This is conducted by highly qualified professionals and students are counseled based on their aptitude and aspirations.

Cambridge International Examination Board

LEARNING ALLIANCE is certified by the Cambridge International Examination Board to conduct and supervise O Level, AS and A Level Examinations. The faculty for teaching this program comprises of the most experienced and qualified personnel. This faculty goes for regular training sessions held by the Cambridge Syndicate.

CLASS I - V

TESTS & EXAMINATIONS

Two Examinations are held in each academic year:

Mid-Year Examination

Mid-Year Examination is conducted in December. Parents may discuss the result at the parent teacher meeting which is usually scheduled in January. Student's answer sheets may be reviewed during the parent teacher meeting.

Final Examination

Final Examinations are conducted at the end of each academic year and reports are dispatched to parents in mid- June. Parents may not review the answer sheets unless their child has failed.

Mid-Term Tests

Mid- Term tests are conducted in October and March. An informal result sheet is given to the parents. Parents are welcome to review their child's performance and give suggestions.



EXAMINATION POLICY

The minimum passing percentage from class I onwards in any subject is 50%. Mid-Year Examinations are just as important as the Final Examinations; the result may be taken into consideration at the end of the academic year. The principal subjects for class I-V are English, Mathematics & Urdu.

A student of class I-V will be detained if he/she fails in any two of the principal subjects in the Final Examinations. Any student who fails in any principal subject in two consecutive years will be detained. A student who fails twice in any class will have to be withdrawn from the school.

New students offered conditional admission will be bound by the undertaking signed at the time of admission.

A student, who is already above the age requirement of his class, may be asked to leave if he/she fails once.

Please note that parents are not allowed to take Examination papers and answer sheets home.

Absence during Mid-Year or Final Examinations will be marked as absent.

Absence due to illness, provided a medical certificate is sent to the school will be marked as SL in the report.

In case of absence during Final Examinations, a student will be assessed on the basis of performance throughout the term and detained or promoted accordingly. Absence during examinations will only be acceptable in case of extreme emergency, to be decided by the examination board.

The Academic Board of LEARNING ALLIANCE has the right to review examination policies and the decision of the Board will be final.

MISSED CLASS WORK & HOMEWORK

Class I:

For leaves extending more than one day, parents of class I students are to submit a medical certificate at the school office and drop off bags latest by 9:00 a.m. for the teacher to send homework books and copies home.

Please note that the school office will not be able to accept school bags if a student of class I has been absent for one day only.

Class II - V:



In case of absence, parents are responsible for ensuring that their child completes all missed work. School bags are not accepted in the school office for students in class II -V. Weekly Overview, covering class work and homework, is emailed to all parents every Friday. Parents may make an appointment with the Academic Coordinator to collect homework books and copies.

SUMMER HOLIDAY HOMEWORK

Summer Holiday Homework must be submitted within two weeks of school reopening. In case of non-submission of Summer Holiday Homework, 5% marks will be deducted from English, Urdu, and Mathematics each in October Tests.

CLASS VI-VIII

SUMMER HOLIDAY HOMEWORK

Summer Holiday Homework must be submitted within two weeks of school reopening. In case of non-submission of Summer Holiday Homework, 5% marks will be deducted from the overall percentage.

TESTS & EXAMINATIONS

Two Examinations are held in each academic year.

MID-YEAR EXAMINATIONS

Mid-year Examinations are conducted in December for students of classes VI-VIII. Reports of these Examinations are couriered to parents. Parents of students who have not performed up-to the required class level are called in and their child's result is discussed in detail. Student's answer sheets may be reviewed during this meeting.

FINAL EXAMINATION

Final Examinations are conducted at the end of each academic year and Reports are dispatched to parents in mid- June. Parents may not review the answer sheets unless their child has failed.



MONTHLY TESTS

Monthly Tests are conducted after every five weeks of study. Students are informally given the date sheet of these tests. The reports of these tests are sent to the parents. Each monthly test consists of 25 marks. However the accumulative weightage of all monthly tests in the student's final grade for the academic year is 25%.

EXAMINATION POLICY

- The principal subjects for classes VI-VIII are English, Mathematics, Science and Urdu.
- A student of class VI-VII will be detained if he fails in any two of the principal subjects in the final examination.
- Students of class VIII have to score at least 60% in all principal subjects in the final examination.
- A student of class I-VIII who fails twice in any class will have to be withdrawn from the school.
- Any student of class V –VIII fails in any one principal subject for consecutive two years, will be detained.
- New students offered conditional admission will be bound by the undertaking signed at the time of admission.
- A student who is already above the age requirement of his class may be asked to leave if he fails once.
- Absence during Mid-Year or Final Examinations will be marked as absent.
- Absence due to illness, provided a medical certificate is given to the school will be marked as SL in the report.
- In case of absence during final examinations, a student will be assessed according to the class performance and approval of the examination board will be required.
- Absence during examination will only be acceptable in case of an extreme emergency, to be decided by the Examination Board.
- The Examination Board of LEARNING ALLIANCE has the right to review examination policies and the decision of the examination board will be final.



MISSED CLASS WORK & HOMEWORK

In case of absence, parents are responsible for ensuring that their child completes all missed work. School bags are not accepted in the school office for students in class VI and onward. Weekly Overview, covering class work and homework, is emailed to all parents every Friday. Parents may make an appointment with the Academic Coordinator to collect homework books and copies.

SMMER HOLIDAY HOMEWORK

Summer Holiday Homework must be submitted within two weeks of school reopening. In case of non-submission of Summer Holiday Homework, 5% marks will be deducted from English, Urdu, and Mathematics each in the first monthly test.

The registration for O-Level is dependent upon the results achieved. If a student is unable to attain a passing grade (50%) then he/ she may be advised to appear as a private candidate in the final Board Examination.

MOCK EXAMINATIONS

Mock Examinations are conducted in March for XI and results are dispatched to parents in April. Parents may review the answer sheets if their child fails in any subject.

EXAMINATION POLICY

- A student of class IX-XI will be detained if he/she fails in any two subjects in the final examination.
- A student who fails twice in any class will have to be withdrawn from the school.
- New students offered conditional admission will be bound by the undertaking signed at the time of admission.
- A student who is already above the age requirement of his class may be asked to leave if he fails once.
- Absence during Mid-Year or Final Examinations will be marked as absent.
- Absence due to illness, provided a medical certificate is given to the school will be marked as SL in the report.



- Absence during examination will only be acceptable in case of an extreme emergency, to be decided by the Examination Board. No Examination or Test can be taken at a later date.
- The academic board of LEARNING ALLIANCE has the right to review examination policies and the decision of the examination board will be final.

REMEDIAL

LEARNING ALLIANCE takes pride in its curriculum planning and strongly believes in its faculty. An in-house remedial program may be offered to students if the need arises, any extra cost is to be borne by the parents.

PRIVATE TUTORINGS

Students of LEARNING ALLIANCE are strictly forbidden to attend any tuition program. The Academic board may however grant permission to do so in special cases. A parent must request for this in writing and a written permission must be obtained from the school office.

HOME ASSIGNMENTS

Students of LEARNING ALLIANCE are expected to complete all home assignments and projects on time. Parents are advised to ensure that a daily routine for study and reading is maintained. Students must be encouraged to work on their home assignments independently. Group studies can be beneficial from class VIII upwards. The class teacher may reprimand a student on their missed home assignments.

PARENT TEACHER MEETINGS

Parent teacher meetings are held thrice in an academic year. Notices indicating the time and date are sent by the school office a few days prior to the meeting. Parents are expected to attend these meetings regularly and punctuality is absolutely essential. The parent's participation in these meetings plays an important role in the development and progress of any student. The Principal/ Vice Principal can advise parents who tend to ignore their responsibility towards their children. These meetings are an integral part of the school program. The board may resort to extreme measures in



case of a parent's complete unsupportive attitude. Please remember that the process of education cannot be complete without full coordination between the school, the parent and the student.

PARENT TEACHER COMMUNICATION

The school allows a reasonable amount of parent teacher communication on a regular basis. However, this must be done with a prior appointment. Parents may request a meeting with the teacher anytime during an academic year. Such a request should be in writing and must not be within two weeks before or after a scheduled parent teacher meeting. In case of any urgent matter a parent may contact the school office, during office hours either in person or by telephone/e-mail. Parents are requested not to contact any member of the faculty other than through the school administration.



International Baccalaureate

LEARNING ALLIANCE is an International Baccalaureate Middle Years Programme candidate school and Primary Years Programme (interested school). The IB Head, Coordinators, and teachers of these programmes are trained and will continue to develop professionally through online as well as overseas trainings conducted by the International Baccalaureate Professional Development Team.

BOOKS & STATIONERY

All books, stationery and other resource materials are provided by the school. The cost of these materials is added to the fee bill. However, senior students may be asked to bring pens, geometry boxes, calculators etc.

SMART BOARDS

Smart boards have been installed in every classroom for class III to VIII including all IB classrooms. Students are not allowed to use the Smart Board in the absence of the teacher.

RESOURCE ROOM/LIBRARY

The International Baccalaureate Program has its exclusive resource room stocked with a wide range of reference books and is equipped with the latest computers, a smart board, and a broadband Wi-Fi connection. Besides attending the Design class in the Resource Room, students will regularly be using the resources in this room to carry out researches and to complete projects and assignments. There is an IB trained Resource Coordinator assigned to this room to facilitate the students in their research work. Students will be encouraged to sign out books and return them in the same condition. Please note in case of loss or damage to any resource signed out from the library, students will be requested to replace it.



Primary Years Programme (Interested School) PYP 1 – PYP V

International Baccalaureate Primary Years Programme encourages facilitators to assess children as and when required on a diverse set of tasks to check understanding of concepts from a variety of perspectives.

Academic Session 2014 – 2015

1st Term: September – November

2nd Term: December - February

3rd Term: March – May

Final Assessments: June 2015

Assessment criteria for PYP-1, PYP-II and PYP-III for the academic year 2014-2015:

1st Term	(25%)
2 nd Term	(25%)
3 rd Term	(25%)
Final Assessments	<u>(25%)</u>
	(100%)

Assessment Criteria for Each Term (PYP I – III)

• Home Assignments	(10%)
• Class work	(20%)
• Group Projects	(15%)
• Class Participation	(10%)
• Unit wrap up assessment / Presentation	(15%)
• Assessment (End of Term)	<u>(30%)</u>
	(100%)

Assessment Criteria for Each Term (PYP IV & V)

• Home Assignments	(10%)
• Class wok / Assessments	(20%)
• Individual reports / Presentations	(15%)
• Group Projects	(15%)
• Class Participation	(10%)



- Assessment (End of Term) (30%)
(100%)

Promotion Criteria: 60% (3 terms + Final Assessments)

FINAL ASSESSMENTS

Final Assessments are conducted at the end of each academic year. Reports are uploaded on the web portal of each student and are dispatched to parents in mid-June. Parents may not review the answer sheets unless their child has failed.

ASSESSMENT POLICY

- The minimum passing percentage from class I onwards in any subject is 60%
- A student who fails twice in any class will have to be withdrawn from the school.
- New students offered conditional admission will be bound by the undertaking signed at the time of admission.
- A student who is already above the age requirement of his/her class may be asked to leave if he/she fails once.
- Please note that parents are not allowed to take assessment papers and answer sheets home.
- Absence during Term or Final Assessments will be marked as absent.
- Absence due to illness, provided a medical certificate is sent home to the school, will be marked as SL in the report.
- In case of absence during Final Assessments, a student will be assessed on the basis of performance throughout the year and will be detained or promoted accordingly.
- Absence during assessments will only be acceptable in case of extreme emergency, to be decided by the Academic Board.
- The Academic Board of Learning Alliance has the right to review assessment policies and the decision of the Board will be final.

PYP I:

For leaves extending more than one day, parents of class I students are to



submit a medical certificate at the school office and drop off bags latest by 9:00 a.m. for the teacher to send homework books and copies home. Please note that the school office will not be able to accept school bags if a student of class I has been absent for one day only.

PYP II – V:

In case of absence, parents are responsible for ensuring that their child completes all missed work. School bags are not accepted in the school office for students in class II and onward. Weekly Overview, covering class work and homework, is uploaded on the web portal every Friday. Parents may make an appointment with the PYP Coordinator to collect homework books and copies.

The Exhibition

Students who are in their final year of the Primary Years Programme (PYP-5) are expected to carry out an extended, collaborative inquiry project, known as the Exhibition, under the guidance of their teachers. They are given considerable flexibility in their choice of real life issues or problems to be explored or investigated in the exhibition. The exhibition is a culminating experience marking the transition from PYP to MYP. It provides an opportunity for students to exhibit the attributes of the Learner profile that have been developing throughout their engagement with the programme. The exhibition is the culmination of the five year learning and sharing of a PYP student.

IB PYP Certificate:

Successful completion of the IB PYP Exhibition is the natural gateway to the IB Middle Years Programme.



International Baccalaureate Middle Years Programme (candidate school) MYP I – MYP V

ACADEMIC HONESTY

Students are expected to display academic honesty and submit original and authentic work to the facilitators. All submissions must be completed by the student him/herself and must not be copied from the internet or from a fellow or previous student. Each source of research must be cited properly and responsibly. In case of non-compliance the first time, a letter of warning will be sent to the parents. However, repeated non-compliance may lead to a grade zero on the assignment or even a failure in the subject.

STUDENT CONDUCT IN ACCORDANCE WITH IB LEARNER PROFILE

Students are expected to display the highest standards of conduct in their behaviour both inside and outside school. LA IB MYP places immense importance on good conduct and encourages all its students to adopt the ten IB Learner Profile attributes: Principled, Reflective, Open Minded, Balanced, Risk Taker, Knowledgeable, Caring, Inquirer, Communicator, and Thinker. All throughout the academic year students will be observed and given feedback by their facilitators on their conduct and display of Learner Profile attributes.

REPORTING PERIODS/PARENT TEACHER MEETINGS

Learning Alliance IB MYP has three reporting periods throughout the school year with reports being shared with parents and students in December, March, and June. All MYP subjects are yearlong and the December and March report cards should be considered Progress Reports. Final results for the subject will be assessed at the end the school year and will appear on the Final Report in June.

REWARDS & RECOGNITION

Near the end of the academic year, students who display outstanding commitment to academics, athletics, community service or are observed



practising one or more Learner Profile attributes regularly will be rewarded and recognized in front of parents, peers, and the faculty.

MODERATION OF STUDENT WORK

The IB Team may opt to send the work of students of any MYP level to the IB Board for moderation to international standards. Therefore, all notebooks, portfolios, folders, videos, photographs, projects, models etc. must be maintained in presentable condition by the students and if required, to be submitted to the class teacher at the end of each academic year after the final assessments take place in June.

CRITERIA RELATED GRADING

In the past, we reported a student's progress with a mark based out of 100 and associated that to a letter grade. This was primarily done to make the transition from mainstream schooling to the IB MYP smoother. However, the IB requires teachers to move away from marks based grading and assess students through the specific objectives of each subject set by the IB.

Now since Learning Alliance is moving towards seeking authorization from the IB Board, all MYP students will be assessed through criteria-related grading. Teachers will continue to use a variety of assessment tasks to determine a student's achievement level for each of the course's criteria. Throughout the year, students will be assessed numerous times for each criterion. This will give teachers a strong measurement of how well a student understands the curriculum. The weight of each criterion and the grade levels are determined by the IB. At the beginning of each academic year, there will be workshops held for both parents and students to clarify the concept of criteria related grading.

COMMUNITY ACTION AND SERVICE

The Community Action Service (CAS) is a fundamental part of the IB MYP and gives importance to life outside school, providing a refreshing counterbalance to academic studies. CAS is weaved into the curriculum and each student must participate actively to stay in touch with the issues around the local community and become a contributing member of society. Parental support in this regard is critical.



LIFE SKILLS

At least 2 hours each week are allotted to students to learn a handy life skill. These skills may be acquired in school from a facilitator or an external expert invited to the school. In some cases, the students may be taken to a workshop or site outside school to enhance their learning. Each time students are taken outside the school premises, parents' permission will be taken in writing.

SUBJECT GROUPS AT EACH MYP LEVEL

MYP-I & II:

Eight Core Subject Groups, Library and Life Skills:

- All students are required to take Language A (English), Language B (Urdu & French), Science, Mathematics, Individuals & Societies (Social Studies & Religious Studies), Technology, Arts (Music, Performing, & Visual), and Physical Education.
- All students are required to take Library and Life Skills lessons in addition to the above eight core subject groups.

MYP-III:

Learning Alliance strongly believes in ensuring that all doors remain open for its students: may they choose to go abroad or stay back in Pakistan for their higher studies. Most of the top universities in Pakistan are accepting IB equivalence as IB MYP is recognized by the **Inter Board Committee of Chairmen (IBCC)**, a committee run by the Ministry of Education, Pakistan. However, there are still a few professional colleges (especially the state medical and engineering ones) that require students to have taken Cambridge International Examination (CIE) of Urdu, Islamiyat, and Pakistan Studies in order to obtain an equivalence certificate to gain admission. To this end, the syllabus of CIE Urdu, Islamiyat & Pakistan Studies will be introduced in MYP-III. All three of these subjects will continue throughout MYP-IV and the first term of MYP-V till all LA IB MYP students appear for the CIE in October/November 2016.



Eight Core Subject Groups, Library and Life Skills:

- All students are required to take Language A (English), Language B (Urdu & French), Science (Physics, Chemistry & Biology), Mathematics, Individuals & Societies (Social Studies & Religious Studies), Technology, Arts (Music, Performing, & Visual), and Physical Education.
- All students are required to take Library and Life Skills lessons in addition to the above eight core subject groups.

Three Cambridge International Examinations:

The syllabus of CIE Urdu, Islamiyat, and Pakistan Studies will be initiated in MYP-III.

MYP-IV:

Admissions:

No new admissions will be taken in MYP-IV as a student must attend at least two years in the MYP to attain the IB MYP Certificate.

Five Compulsory IB Subject Groups, Library and Life Skills:

- All students are required to take Language A (English), Language B (Urdu & French), Science (Physics, Chemistry & Biology), Mathematics, Individuals & Societies (Philosophy, Logic, Psychology, and Sociology).
- All students are required to take Library and Life Skills lessons in addition to the above eight core subject groups.

Three Cambridge International Examinations:

The syllabus of CIE Urdu, Pakistan Studies, and Islamiyat will continue and students will appear in the CIE in the first term of MYP-V i.e. October/November.

Optional Subject Groups:

- Students are required to choose one of the three optional subjects being offered in MYP-IV: Design, Arts, & Physical Education.
- Optional subjects will be offered only if there are at least 5 registrations.

Personal Project:

In MYP-IV, students will be required to begin work on the Personal Project to be completed by the end of MYP-V. For most students, the Personal Project is their first large independent project outside of regular school activities.



Students choose their projects with the support of the IB staff. Hobbies, sports, theater, community service, culture, and entrepreneurship are among the popular categories. Many of their interests tie into family background, personal experiences, global issues, and more. It is an out-of-class process that is undertaken in addition to a rigorous class load. Therefore, parent support and guidance are crucial. The actual quality of a student's finished product is not the ultimate measure of success. Sometimes a project just does not work out. But if a student can clearly demonstrate his or her learning process and an understanding of why something failed, the project can still receive high marks. Personal project offers invaluable experience that will help students with their academic careers and lives.

MYP V:

Admissions:

No new admissions will be taken in MYP-V as a student must attend at least two years in the MYP to attain the IB MYP Certificate.



Three Cambridge International Examinations:

Students will appear for CIE Urdu, Islamiyat & Pakistan Studies. in the first term of MYP-V i.e. October/November.

Five Compulsory IB Subject Groups:

All students are required to take Language A (English), Language B (Urdu & French), Science (Physics, Chemistry & Biology), Mathematics, Individuals & Society (Geography, History & Economics).

One Optional Subject Group:

Students will continue studying the optional subject chosen in MYP-IV.

Library and Life Skills:

All students are required to take Library and Life Skills lessons.

Electronic Assessments (eAssessments)

E-Assessments are two-hour onscreen examinations in four subject groups (Language and Literature, Sciences, Mathematics, and Individuals and Society) and interdisciplinary learning are externally marked by IB examiners, as is a portfolio of student work for courses in language acquisition.

Electronic Portfolio (ePortfolio)

Students also submit an ePortfolio of coursework for a performance-oriented subject group (Physical and Health education, Arts, and Design), which is moderated to international standards. These innovative assessments focus on conceptual understanding and the ability to apply knowledge in complex, unfamiliar situations. They offer robust and reliable assessment of student achievement in the MYP.

Final Project

- Moderation of the IB Personal Project will be compulsory from 2016
- At the end of MYP-V, students will submit their final Personal Project.

IB MYP Certificate:

Successful completion of E-Assessments and the Final Project lead to the internationally recognized IB MYP Certificate and is the natural gateway to



the IB Diploma Programme equivalent to the A Levels.

PARENTS' INVOLVEMENT

A major portion of work throughout the MYP will be research based. Parents' vigilance and close monitoring of children's internet usage at home will ensure that they remain focused on the task at hand.

MISSED CLASS WORK & HOMEWORK

In case of absence, parents are responsible for ensuring that their child completes all missed work. Parents may make an appointment with the MYP Coordinator to collect homework books and copies.

SUMMER HOLIDAY HOMEWORK

Summer Holiday Homework must be submitted within ONE week of school reopening.



EXTRA/ CO-CURRICULAR ACTIVITIES POLICY

The school has various mandatory and optional extra and co-curricular activities. It is compulsory for all students to attend mandatory activities. There is a wide range of optional activities which all parents must encourage their children to participate in. Students should explore all vistas of learning and must not limit themselves just to academics in order to become well rounded individuals.

ACTIVITY CLUBS AND SOCIETIES

There are a number of activity clubs and societies at LEARNING ALLIANCE. Students of class VI upwards are to participate in and become members of at least two clubs/societies of their choice. Parents are also requested to motivate their children in this regard. These activities are not only good for physical and mental growth, but also instill the importance of teamwork, ethics and sportsman spirit. These clubs and societies may operate after school and on Saturday/ Sunday. The rules and regulations set specifically for each club/society must be strictly adhered to.

COMMUNITY SERVICES

The LEARNING ALLIANCE Community Services (LACS) encourages students to be involved in community services and social work. This may mean helping out and playing an active role in improving the society in general, whether it is through planting trees, cleaning up communities, helping victims of natural disasters or raising funds through organizing events. This aspect of a student while in LEARNING ALLIANCE is considered very important not only to develop compassion but also towards university admissions. All students from class VI upwards are expected to participate in such activities.



FIELD TRIPS

LOCAL

Trips to local educational / recreational sites are organized for students to augment their knowledge base. Students are accompanied by their class teachers, guards, and maids. The commute is arranged by the school.

INTERNATIONAL

International field trips are organized for senior students to expose them to different countries and cultures. Also, these trips help children in gaining independence, confidence, and promote a sense of responsibility.

On school trips and otherwise as well, the administration takes all necessary measures and precautions to protect and safeguard its students against all eventualities. However, in case of an unforeseen emergency situation the administration may take any necessary action or change its plan of action for the wellbeing and protection of all or any of its students. This alternate plan of action may not have been previously communicated to parents. Fields trips, both local and international, are considered very important. Parents are expected to encourage students to attend these trips.



FEE RULES & REGULATIONS

All dues (except security deposit) once paid are not refundable under any circumstances.

Fee for the full term is charged at the time of admission, irrespective of the month of admission.

Fee must be paid for the full term irrespective of illness, absence, or early withdrawal.

Fee must be deposited as per the bill issued and on the dates mentioned by the school office.

Fee bills are usually sent to parents through their child, at least fifteen days before the due date. It is the parent's responsibility to check with the accounts office in case the bill has not been received. In such a case, parents must obtain a duplicate bill from the accounts office, and the dates remain as the original.

The school management reserves the right to withhold the child's report or take any other necessary action if the school fee is not paid.

“FEE” includes the Tuition Fee, Stationery, Exercise Copies, Art Material, Resource Facilities, Library, Sports, Extra Curricular Activities, Computer, Science, Food & Nutrition Laboratories, Utilities and Amenities as per class requirements.

Charges for all external examinations, teaching programmes, annual events, field trips, uniform, photographs and syllabus books will be levied as and when required.

Transfer request from one branch to another will only be accepted before the beginning of an academic year, subject to the vacancy. Transfer charges of Rs. 5,000/- will be levied.

Late payment fines are payable without any concession. After the last date of payment, fine will be charged Rs. 100/- per day for the next seven days and after that Rs. 500/- per day. Please note that not receiving the fee bills will not be considered as a reason for delayed payments. Non-payment may result in the cancellation of admission.

Students applying to Aitchison College / Convent of Jesus & Mary, will have to pay the fourth fee bill (April to July) by the month of February for the year they seek admission in the above mentioned institutions.



If a child is absent without leave (in writing) for a period of more than two weeks, he will be deemed to have left school and will have to undergo the complete admission procedure.

In case of withdrawal, a written application must be officially received by the school office.

The Security amount may be used for the running expenditure, however, this amount will be refunded at the time of withdrawal.

The Security amount will be refunded within three months after the application is received.

A Security refund will be granted only if:

- a) Full fee for the term during which the pupil leaves has been paid.
- b) The refund is claimed within one year from the date of withdrawal.
- c) Any willful damage to school property / equipment will be deducted.
- d) Applicants for Aitchison College and Convent of Jesus & Mary would have paid the fee for the entire academic year.

Fee Bill Schedule in an Academic Year

Tentative Billing Date	Tentative Due Date
1st Bill – Aug. & Sept.	15th June – 31st July
2nd Bill – Oct. Nov. & Dec.	15th Sept. – 30th Sept.
3rd Bill Jan., Feb. & March	15th Dec. – 31st Dec.
4th Bill April, May, June & July	15th March – 31st March



DISCLAIMER

Board reserves the right to address other disciplines and act in a fair and equitable manner. The Board also reserves the right to assess rules and regulations from time to time on individual basis and act accordingly.

*We, the Students of LEARNING ALLIANCE
pledge ourselves to spare no effort in developing
and strengthening our school and our
country and to strive for Learning,
Discipline and Integrity.*