



LEARNING ALLIANCE

A LEVEL

POLICY MANUAL

www.learningalliance.edu.pk

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INTRODUCTION

The management of LEARNING ALLIANCE is committed to providing a safe and orderly environment that enhances the educational process and groom each student to be a responsible and law abiding individual.

Our faculty consistently aims to impart knowledge and promote intellectual growth. The curriculum ensures that individual needs are catered to and that students have participatory, new, varied and stimulating experiences. The success of our students is not only ensured by examination results, but also by their involvement in various co-curricular and extra-curricular activities.

The policies and procedures outlined in this manual intend to make you aware of the Rules and Regulations that will help you and your child 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 disciplinary issues and act in a fair and equitable manner. The Board also reserves the right to calibrate Rules and Regulations from time to time on an 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.

We are not equipped to deal with children with special needs. Our academic programme is rigorous and challenging and all students are expected to perform to their optimum capacity.

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.”

REGISTRATION

For All Applicants:

1. Registration for the A Level Programme begins in June.
2. All students must register for the A Level Programme to be eligible for Admission.
3. Registration is complete when the Registration Form has been completed and submitted.
4. There will be an interview procedure for all students.
5. The first fee bill is for Aug/Sept.
6. Students are selected for the A Level Programme keeping in view their academic, attendance and conduct history.

For LEARNING ALLIANCE O' Level Students:

- The Security Fee is transferred from O Level to A Level.
- Students who have undergone a mandatory withdrawal from a preceding class at LEARNING ALLIANCE are not eligible to re-apply for admission to the A Level Programme.

For New Applicants:

- Registration forms must be completed and submitted with all required documentation included*.
- Registration forms are issued to all applicants who have appeared in at least seven subjects in the O Level. The minimum grade requirement is an average 'C' in seven subjects.
- New applicants for A-II must submit a copy of their A-I school result in order to be considered for admission.
- No applicants will be entertained in the middle of the term.

Students are considered registered once they have:

- Submitted the required documentation
- Paid the registration fee

Registration does not guarantee admission.

***Required Documentation:**

- Copy of Hospital Birth Certificate
- Copy of B-form/ CNIC/ Smart Card/ Passport
- 2 recent passport size photographs
- O Level School Transcript
- School Leaving/Withdrawal Certificate from previous school
- Recent and valid Character Certificate from previous school. The school reserves the right to validate this certificate.
- Copy of both parents' CNIC
- Completed Tax Declaration form

ADMISSIONS PROCESS

A) Interview:

- Interviews are conducted by a panel of Senior School Management. Occasionally; there may be a requirement for parents and students to meet the Principal and/or Director.
- Interviews are conducted in the presence of both parents and/or legal guardians.

B) Conditional Admission:

- Conditional Admission may be offered to certain applicants based on a pending O Level result.
- All conditional admission cases will be reviewed at the time of the Final Examination results. If the conditions are not met, the student will be issued a compulsory withdrawal request or asked to repeat the class
- Parents/ legal guardians will be asked to sign a document stating that the school has the right to ask the student to withdraw in case the conditions for admission have not been fulfilled in the time stated.

UNIFORM POLICY

LEARNING ALLIANCE has a standard A Level 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.

Attire and appearance must be given utmost attention. Students must attend school dressed in appropriately sized and clean uniform. The dignity of the school uniform must be maintained at all times, on and off campus.

Students who do not adhere to the dress code outlined below will be sent home if their appearance is deemed inappropriate.

Dress Code:

General:

- No Jewellery or make up may be worn
- Hair must not be dyed or highlighted
- There must be no visible body piercings or tattoos
- No coloured contact lenses

Boys:

- Hair must be trimmed short and well kempt
- Trousers must not be worn below the waist

Girls:

- Hair must be tied up and well kempt
- Shirts must be at least mid-thigh length or longer

ATTENDANCE AND LEAVE OF ABSENCE POLICY

Regular school attendance is a vital aspect of scholastic achievement. Unnecessary absence and tardiness is not tolerated. Attendance in all classes and tutorials is mandatory for all students. Students may only avail casual/sick leave according to the number of days mentioned below:

Class VI-A Level -10 days in the Academic Year

Unapproved leave and exceeding the minimum attendance requirement may incur one or more of the following penalties:

- A Rs.300/day fine included in the fee bill for the next term
- Not be permitted to sit their Final Examinations, have their Result and or other Official Documents withheld
- Have their name struck off the enrolment list
- In the case of withdrawal, the fine will be deducted from the child's security

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 approval.**

UNAPPROVED LEAVE

- Absence before or after scheduled school or public holidays.
- Family events, immigration or visa purposes.
- Absence during Mid-Year Examinations (CAIE stream), Term Assessments (IB) or Final Examinations (CAIE + IB).

Students who do not attend school on the opening of school after any holiday, irrespective of any pending casual/sick leave will be levied a fine for the day(s) they remain absent.

APPROVED LEAVE

- Any leave taken within the annual leave quota allotted to each student.
- Any leave under extraordinary circumstances that have been approved in writing by the school administration.

MEDICAL LEAVE

- Any leave taken for more than one day on medical grounds, supported by a medical certificate.

- 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.

PUNCTUALITY AND DAILY ATTENDANCE

Students may attend classes according to their respective timetables. However, it is mandatory for all students to attend the A Level Assembly Period(s). The day(s) and time will be provided in the timetable. Attendance will be marked. If any parent does not wish their child to avail this facility, they must inform the school office in writing.

Students who have longer gaps between classes are welcome to use the facilities provided, to complete their assignments in the Resource Room or indulge in Sports Activities.

Students are required to be in class on time. Students coming in 5 minutes past class time will not be allowed in class. Habitual tardiness may be subject to detention time.

An SMS text will be sent by the School Office on a daily basis to parents regarding their child's missed classes or tardiness.

In the event that students are not able to continue their classes for reasons of illness, once they have come to school, they must not leave school without first informing the School Office. The School Office will issue a Gate Pass that they will then use to exit the school.

CUTTING CLASS & TRUANCY

Students are encouraged to attend all their classes. Cutting class or truancy is strictly prohibited whether it is missing classes while being present in school or intentional unauthorised 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 attendance is not compromised at any cost.

All students who choose to cut classes will be subject to the rules and regulations outlined in the Disciplinary Policy on Pages 14 and 15. Persistent transgressions may result in the student being issued a request for mandatory withdrawal.

BIOMETRIC ATTENDANCE & RADIO FREQUENCY IDENTITY CARDS

All level students use Bio-metric attendance which authorises a valid entry to the school premises and enables the school to maintain a computerized attendance record. Students are therefore, required to use the Bio-metric machine upon every entry to and exit from the school. Students are also required to carry their RFID card when they are representing the school at external events.

CODE OF CONDUCT

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

FIGHTING

No student may be party to threats or intimidation of any kind against the school or their peers. 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 counsellor, 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.

RACISM

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 discriminatory against a gender, race or ethnicity.

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. In the event that the students are not identified, at the time of the incident, all students involved will be liable to share costs of the damage. The school reserves the right to use the Security Deposit to cover cost incurred on vandalism of property. Students must not touch or play with Fire Alarms and Extinguishers unless there is an emergency.

DECENCY AND DECORUM

All students at LEARNING ALLIANCE are expected to conduct themselves with decency and decorum and remain within appropriate boundaries when communicating with fellow students and staff. 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.

BULLYING/HARASSMENT

LEARNINGALLIANCE is never complacent in this area. The school takes bullying/harassment very seriously. Bullying is repetitive behaviour 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 messaging.
- Emotional: being unfriendly, excluding, tormenting or spreading rumours.
- Harassment or prejudice by any student for any reason is strictly prohibited. At LEARNINGALLIANCE, we encourage a friendly environment where such an attitude is completely unacceptable and will be strictly dealt with.

TOBACCO AND CONTROLLED SUBSTANCES

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 or otherwise. Students found in possession of the said items will be issued a written warning or may be expelled from school. Parents/ guardians will be notified in writing of such incidents.

The school reserves the right to ask for a drug test, anytime in school or from a laboratory nominated by the school, if deemed necessary.

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.

CRIMINAL OFFENCE CHARGES

Students charged by a Government Law Enforcement Authority for any offence will be suspended with immediate effect until the School Board receives a clearance certificate from the same authority.

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 indiscipline 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.

The Disciplinary Policy is implemented with regard to specific issues such as cutting class, truancy and may include and not be limited to the use of abusive language, incidents of bullying and academic dishonesty or any other misconduct that is deemed unbecoming of a student of Learning Alliance.

The Disciplinary policy's corrective measures will be in effect when any combination of two transgressions stated above is observed in the course of one term.

DETENTION

Any student may be detained during a free lesson or after school, as and when deemed necessary. Parents will be duly informed by phone to avoid any inconvenience. Additionally, a student may be barred from attending co-curricular activities in and out of school on disciplinary grounds.

REVOCAION OF FLEXIBLE TIMING

The policy of flexible timing was adopted on the parent body's suggestion and for the convenience of the students. However, if students do not adhere to stipulated rules regarding attendance, this facility may be revoked for a limited time or permanently by school administration.

SUSPENSION

Any transgressions are reprimanded with a detention. After two detentions students may be issued a letter of warning without suspension. 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 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 programme. 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 parents in any form will be considered hostile and will be dealt with accordingly.

In case of any non-compliance to school policy, students admitted to the A Level Programme *on condition* will not receive a first or second disciplinary warning. Instead, they will be asked to withdraw from the programme with immediate effect.

ACADEMIC POLICY

The curriculum at LEARNING ALLIANCE has been developed and is regularly updated by the Academic Board. The curriculum is based on the British System of Education. Students are offered the Cambridge Assessment International Examination (CAIE) Board.

Career and subject counselling and planning for University placements begins from class VIII. This is conducted by highly qualified professionals. Students are guided and counselled according to their aptitude and aspirations.

Cambridge Assessment International Examination Board

LEARNING ALLIANCE is certified by the Cambridge Assessment International Examination Board (CAIE) to offer the O Level and A Level qualifications. The faculty for teaching this programme comprises of the most experienced and qualified personnel. This faculty goes for regular training sessions held by the Cambridge Syndicate.

EXAMINATION AND ASSESSMENT

Students will have a total 12 assessments in the two year period:

A-I:

1. Sept- Oct
2. Oct – Nov
3. December- Send - Up Examinations
4. Jan - Feb
5. March - Mock Examinations (AS)

A-II:

1. Aug - Sept
2. Sept- Oct
3. Oct – Nov
4. Send Up Examinations
5. Jan – Feb
6. March - Mock Examinations

All monthly Tests will be conducted on the discretion of the teacher. Results, for which, will be uploaded at the end of each month.

All Mid-Year and Final Exams will be conducted on a pre-set schedule.

- Students are required to take all assessments.
- Monthly assessments may be in the form of assigned work.
- Students will not be entertained once deadlines for assignments have been exceeded.
- All monthly tests will have 20 per cent weightage in the Mid-Year and Final Exams.
- Students are required to maintain a 95 % attendance to sit for any exam.
- All monthly test reports will be uploaded to the student web portal.
- Final reports will be collected by parents on result day.
- All absences during Tests and Exams will result in the student receiving a 'U' grade in that subject.
- Send-Up or Mock Examination retakes are only allowed after serious consideration of the student's circumstances by the School Board.

SUBJECT SELECTION

Students will be given two weeks to sit through classes and discuss their subject selection with relevant teachers / Career Counsellor and Programme Coordinator.

Students must choose a minimum of four subjects for their A level. This selection will be approved by the counsellor and Programme Coordinator. Students with A or A* in the subjects they carry forward from O Level may be allowed to take three subjects only.

Students may change a subject during the first month of classes as long as there are no clashes in the schedule.

In the event that a student cannot continue with a subject, the school office must be informed through a written application, from a parent, indicating the request to deselect a subject. The student will not be excused from classes until the school office accepts this application.

In the event that a student has been offered conditional admission in a subject, the School Board will review eligibility for the student to continue with the subject based on the A-I Send-Up Exam results.

POLICY FOR REGISTRATION AS A SCHOOL CANDIDATE

There is a minimum grade policy with regards to the students appearing in the A Level Cambridge International Examinations as candidates from Learning Alliance.

Students are required to maintain a minimum 'C' grade and 95% attendance, in any subject they wish to appear for in the CAIE as a Learning Alliance school candidate. If the student is not able to maintain the minimum grade or attendance in a particular subject, he/she shall not be able to appear for the CAIE as a Learning Alliance candidate.

All A1 students will be registered for CAIEAS Examinations from the school for all subjects offered except Urdu in the May/June Session.

ACADEMIC HONESTY POLICY

By becoming a part of the A Level Programme students accept the responsibility for demonstrating a responsible approach to their scholarly conduct and respecting it in their peers. All assignments, projects, presentations are a means to assess student progress, the validity and authenticity of these assessments can be compromised if students display academic dishonesty.

This may be in the form of:

- Plagiarism
- Copyright infringement
- Cheating

An environment conducive to learning and creative growth is only possible if students adhere to the highest standards of conduct.

Students found violating these rules may be subject to appraisal by the School Disciplinary Board.

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.

Penalties incurred from any incident of cheating will be meted out by the Disciplinary Board and will be reported in the student's confidential file.

Penalty may take one or a combination of forms stated below:

- Cancellation of paper
- Verbal Warning/ Written Warning
- Suspension

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 behaviour
- Vandalism
- Irresponsible behaviour towards the environment
- Spreading rumours
- Inappropriate use of social media

LABORATORY USAGE

State of the art laboratories for Physics, Chemistry, Biology, IT, 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.

RESOURCE ROOM USE

A' Level students have access to the Resource Room, which is equipped with age appropriate books and desktops. A Resource Room card is issued to each student so that they are able to issue books for a certain time period.

USE OF ELECTRONIC COMMUNICATION DEVICES

Students are allowed mobile phones in the school. However, the use of smart phones is discouraged. Students cannot use cameras or the internet for private use. It is advisable; therefore, to carry smaller mobile phones for communication.

They should restrict the use of phones to breaks and near cafeteria and student common rooms only.

Phone usage during class time is strictly prohibited. In the event that a phone is used/visible during class time, teachers and Administrative staff have the authority to confiscate and deposit it with the School Office. The phone will only be returned after the payment of a fine of Rs. 500.

Parents are requested not to contact their children during class time. In case of an emergency, parents should contact the School Office.

Students must not have a phone on their person during test time. It may not be used as a calculator or watch to keep time. All phones must be handed to the invigilator. If a phone is found on the student's person during this time it will be construed as cheating/dishonesty.

STAIRWELL USAGE

Students must proceed in a quiet and orderly fashion to class. They must keep to their left when ascending or descending the stairs.

FACILITIES

LOCKERS

Personal lockers are assigned to all A level 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 a charity organization after one semester.

SCHOOL CAFETERIA AND SNACKS

Students may bring a snack to school or use the cafeteria on campus. The school has its own cafeteria /canteen facility and students must abide by rules. No food or drink other than water is allowed during class time. Students are not allowed to eat in class rooms, corridors, library and laboratories.

COMMUNICATION

SOCIAL NETWORKING

Students are attracted to many social networking websites where they can post comments, videos and pictures. Complete sense of responsibility and respect for fellow students, staff and the institution must be kept in mind.

Students are not allowed to post any inappropriate and defamatory content about any other individual that may have any personal, social or legal consequence. 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 anyone other than a parent or legal guardian to communicate with the school or attend a Parent Teacher 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.

Parents are advised to check their web portal and SMS 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.

STUDENT COMMUNICATION FOR SCHOOL RELATED MATTERS

Preferred mode of communication for all official matters is email. Students will be issued an email address from the school and must check it at least once a day. They should also use the same email addresses for all communication regarding co-curricular activities.

PARENT TEACHER MEETINGS

Parent Teacher Meetings are held twice 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 parents' participation in these meetings plays an important role in the development and progress of any student. Please remember that the process of education cannot be complete without full coordination between the school, the parent and the student.

PARENTTEACHER 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 at any time 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.

DEFAMATION OF SCHOOL

Social media websites and networking apps are increasingly being used to fuel campaigns and complaints against schools, their management, staff, and in some cases, other parents/pupils. LEARNING ALLIANCE & LEARNING ALLIANCE INTERNATIONAL consider their use in this way as unacceptable and not in the best interest of our students and the whole school community.

- Parents and students in all classes using any social media/networking app must, at all times, demonstrate respect for the members of the school community (including all students and personnel);
- Parents and students must not breach confidentiality, defame or make threats to any person in the school community; instances of proven and

intentional breach of the above may result in compulsory withdrawal from the school.

We welcome parents to contact the School Office with any concerns they might have and aim to resolve them amicably. Therefore, would appreciate that individual parents contact us via the official email address at info@learningalliance.edu.pk, so that these concerns may be addressed with fairly and effectively for all concerned.

SCHOOLOFFICE HOURS

The school office remains open from 8:00 a.m. - 3:30 p.m. Monday - Thursday and 1:30 p.m. on Fridays. It is also open on Saturdays from 10:00a.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 fulfil such requests.

VISITORS

Parents or guests are requested to take prior permission from the Administrator's Office before visiting the school premises. The school does not entertain any requests for casual visits. Students are not allowed to bring visitors to school without prior approval. All visitors to the school must be appropriately dressed and wear a visitor's badge.

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.

BIRTHDAY 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. The school office must be informed in advance. No class must be disturbed or missed during this time.

DISTRIBUTION OF FLYERS OR LITERATURE

Students and parents are not allowed to distribute any printed material, pamphlets or flyers to market any product or services unless they have prior approval from the School Office.

FEEDBACK AND SUGGESTIONS

LEARNING ALLIANCE has an open door policy and a very receptive attitude for all advice and concerns 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.

TRAFFIC RULES

Parents/students 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/students should also ensure 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 or the designated parking area. 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. Engaging in arguments with school security staff is not appreciated. Students are not permitted to indulge in under age driving.

PICK& DROPTO SCHOOL

A level Students who are of age and have a valid license are allowed to drive to and from school. The school discourages under age driving as it is illegal.

All armed guards accompanying students must stay inside their cars.

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 for any untoward or unforeseen incident.

EMERGENCY EQUIPMENT & FACILITIES:

- Fire Extinguishers
- Smoke Detectors
- Shatterproof 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
- Surveillance, CCTV cameras and checks at entry points

EMERGENCY DRILLS

The School Administration 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 speedy 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 whereby everyone will react rationally

LOCKDOWN

A Lockdown would be implemented if 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 vicinity of the school premises. 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 clearance is given from the people in charge that the condition causing the lockdown has been eliminated.

SMSALERT

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.

MEDICAL POLICY FOR STUDENTS

The school campus has a full time Doctor 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. In the event that the parents cannot be reached, the emergency contact given at the time of admission will be contacted automatically. 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 lifesaving 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 right to request a medical certificate whenever it considers necessary.

STUDENT PSYCHOLOGICAL 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 counselling 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 parents have been informed and their consent granted and signed. The school psychologist cannot give out written evaluations. If a complete written evaluation is needed then such students may be referred to other 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 counselling services for their child.

CAREER COUNSELING AND ADMISSIONS

All students are advised to sit for their SATs in the first year of their A Level. However, the responsibility for all Standardized Tests in relation to University Applications is the sole responsibility of the student and their parent.

The school may provide a facility on Campus at the time; however students may only enrol once they have deposited the necessary fee.

Students must identify universities/ undergraduate programmes they are interested in for applications by A1 mid-year.

To request transcripts, students must fill out the Transcript Request Form available with the counsellor. The first transcript is free, while Rs. 500 will be charged for each subsequent transcript.

The transcript will include results of all end term exams taken at Learning Alliance.

The school will facilitate the dispatch of transcripts and other documents to colleges and universities, however, students must bear the courier cost.

Predicted grades, on the transcript will be issued to the students as part of university/college requirements. All term Examinations will be considered when predicting grades.

The School does not entertain any requests for Transcript Revision.

Deadlines for submission of application material will be set by the counsellor at the beginning of the academic term. Failure to meet these deadlines may result in the application not being processed or sent by the school.

Recommendations and references will be provided to the student as and when required. However, a minimum of two-week notice is required for such a request.

Students must keep a record of all of their academic and co-curricular activities in the form of a CV. This CV must be provided to the teachers/counsellor with all requests for recommendations and references.

Personal statements and admission essays will be written by the students themselves. The counsellor will guide them as need be, but will not write the essay itself.

Counselling is a complementary facility offered by the school to all enrolled students.

Students, who take a gap year, may request to avail this facility after they have graduated from LEARNING ALLIANCE.

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. A level students are to participate in and become members of at least one club/society of their choice. Presence is mandatory at all school co-curricular events. Term-wise record of all co-curricular activities in which students participate through the school will be maintained and included in the student reports.

Parents are also requested to motivate their children in this regard. These activities are not only good for physical and mental growth, but also instil 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.

Participation in interschool events and co-curricular activities is subject to school's approval. The school reserves the right to disallow a student from participating in any event. School will not bear any responsibility for the student's participation in any co-curricular activity or event in their personal capacity and/or as a private team.

All rules and Regulations for selection of Council Members have been outlined in detail in the Student Council Manifesto.

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.

Onschool 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 well-being and protection of all or any of its students. This alternate plan of action may not have been previously communicated to parents.

Fieldstrips, both local and international, are considered very important and Parents are expected to encourage students to join these trips.

FEE RULES & REGULATIONS

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

- 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 fee bill issued 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 parents' 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.

Any charges deemed necessary such as field trip, class presentations, photographs, swimming, air-conditioning, heating, and miscellaneous will be levied as and when required.

Late payment fines are payable without any concession. After the last date of payment, fine will be charged at Rs.100/- per day for the next seven days and Rs. 500/- per day thereafter. 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.

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.

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

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

A security refund will be granted only if:

- a) The school has received the withdrawal notice at least one month before the beginning of the next fee term.
- b) Full fee for the term during which the pupil leaves has been paid.
- c) The refund is claimed within one year from the date of withdrawal.
- d) The security amount will be refunded within 4-6 weeks from the date of application received.

There will be an annual increase in school fee (in the month of August). The management reserves the right to revise the fee structure as and when required or change any of the above rules.

SCHOLARSHIP POLICY

Scholarships for A-I; Learning Alliance has a scholarship policy to motivate students who have evidence of academic achievement in the O Level Examination. The scholarship criterion for award based on CAIE O Level results; valid for the first year of A Level is as below:

Scholarship Award	Criterion
100% off on Tuition Fee & other charges	10 As or above
100% off on Tuition Fee	8 As or above
75% off on Tuition Fee	7 As
50% off on Tuition Fee	6 As
25% off on Tuition Fee	5 As

** O Level Students who are awarded Scholarships for A-I initially pay the original fee which is later adjusted in the October-December fee bill*

Scholarships for A-II; A-II scholarships are reviewed at the end of the academic year and are based on the CAIE AS Level results. A-II students must meet the scholarship criterion below to continue scholarships in A-II:

Award	Scholarship Criterion
100% off on Tuition Fee	3 As and above
75% off on Tuition Fee	2 As and 1 B
50% off on Tuition Fee	1 A and 2 B's
25% off on Tuition Fee	3 B's

** A-II Students who are awarded Scholarships for A-II initially pay the original fee which is later adjusted in the October-December fee bill*

The scholarship awarded in A-II is based on student performance in the best of three subjects. However, students must maintain at least a 'D' or above in their fourth subject. Students are issued the full August – September fee bill, this is reviewed in the October-December fee bill. Once the award has been allotted the amount paid for August- September is adjusted.

When one subject grade does not fall into the scholarship criterion listed above, the scholarship awarded will be adjusted accordingly to a level lower than the category listed.

Students who are awarded the **Abdul Salam Mehta (ASM) Scholarship** must maintain good attendance and discipline as well as a 'B' grade, in three subjects and at least a pass in the fourth subject in the A-I Final Examinations/CAIE AS Examinations. In the event that the scholarship is withdrawn from the student it will not be awarded to another student.

Other than academic scholarships, LEARNING ALLIANCE also awards co-curricular scholarships for Debate and Sport. Co-curricular Scholarships are awarded by the School Board and at the discretion of the panel reviewing the students' applications. Students who are awarded Sport or Debate **Scholarships** must maintain good attendance and discipline as well as a 'C' grade, in three subjects and at least a pass in the fourth subject in the A-I Final Examinations/CAIE AS Examinations.

The School Board shall evaluate all scholarship applications and allot them to deserving students. The School Board reviews attendance, discipline and academic history when allotting these scholarships.

****Scholarships are not automatically awarded. Students must apply by filling and submitting the scholarship form - with supporting evidence in the form of O Level results and/or certificates, to the A Level Administrative Office for consideration and processing.***

DISCLAIMER

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.