

# PAKISTAN COMMUNITY WELFARE SCHOOL



## PARENTS HANDBOOK

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# PRINCIPAL MESSAGE



Its refreshing to see my students back in school after the summer break. I welcome especially the new parents who have joined us this year and I assure them every bit that we will make all efforts to make your child's learning a memorable experience .

Regular attendance in school ensures a child's continued learning, easy settling in, making friends and bonding with teachers. Therefore, we are continuing our attendance targets and urge you as parents to support your child in achieving them

My staff will be in regular contact with you through the school year to inform you about your child's progress.

I hope together we will make this year a successful and bright one for your child.

**Best wishes!**

**Mrs. Farhat Jadoon—Principal**

# CURRICULUM

At PCWS we offer the Pakistan National Curriculum from grades 1 to 8. Arabic, Islam, MCSC follow the Ministry of Education guidelines. The language of instruction is English for all core subjects. Where appropriate the curriculum is modified to reflect UAE settings. Once a week students have a club period. Students are free to select any club of their choice each term.

## Educational Visits

During the school year students undertake visits associated with their learning objectives to enhance their learning experience.

**If you would like to meet any of the teachers, you are requested to take an appointment two days prior. As our teachers have a busy schedule, they may not be available immediately on request.**

## CONTACTS

**Admission** **056-7891948**

**Buses** **056-7891948**

**Social Worker** **02-5530532**

**Accounts** **055-7656998**

**General Inquires** **02-5530532**

# SCHOOL TIMINGS

School starts at 7:45 am and students should be dropped at main entrance playground where supervision will be available by 7:20 am. Late arrivals will be marked and contacted. Off time for KG is 12:00 pm. Students leaving by bus should wait in queues with their assigned supervisors in ground area while own transport student will wait in reception area. Supervision will be available till 2:30 pm only and parents are urged to be on time.

- Timings Monday To Thursday

	KG	Grade 1- 8
<b>Morning</b>	7:45	7:45
<b>Dispersal</b>	11:50	1:55

- Friday

	KG	GRADE 1-8
<b>Dispersal</b>	10:45	11:10

# PUNCTUALITY AND LATE COMERS

At Pakistan community school, we believe that punctuality is an important value to instill in our students. Arriving to school on time not only fosters a sense of responsibility but also ensures that students can fully participate in their educational experience. We appreciate your partnership in reinforcing this value at home and supporting our efforts to maintain a positive learning environment.

**Outlined below are our policies regarding punctuality and late arrival:**

**Late Arrival:** If a student arrives after the start time, they are considered late. Late arrivals misses school morning assemblies, which is the most important part of the day.

**Procedure:** Upon arrival, late students must report to the designated staff member for registrations.

**Consequences:** While we understand that occasional tardiness may occur due to unforeseen circumstances, habitual lateness is disruptive and can have a negative impact on a student's academic progress. Therefore, we encourage parents/guardians to prioritize punctuality and strive to minimize late arrivals.

**Supportive Approach:** We are committed to working collaboratively with parents/guardians to address any challenges that may contribute to a student's tardiness. If you are experiencing difficulties in ensuring your child's punctuality, please reach out to the school administration for support and guidance.

**Educational Opportunities:** It is important to emphasize to students the importance of punctuality and time management skills. We integrate these values into our curriculum and encourage students to take responsibility for their punctuality habits.

# ENTRY AND EXIT

As outlined in Child Protection Policy, to ensure the safety of our students, parents and visitors are expected to abide by the following policies and procedures:

1. Parents/guardians are not permitted to enter the school premises without presenting their Parent Access ID card. Parents/guardians must wear the Parent Access ID card at all times when on school premises.
2. Parents are not permitted to enter the school premises during the school day unless they have a scheduled appointment. Parents entering the school premises during school hours must sign in at the gate.
3. Administrators and teachers will only meet with parents who have scheduled appointments. Parents may not interrupt administrators and teachers from their daily tasks in order to discuss a matter.
4. Appointments are not required if the parent is visiting the Accounts Department,
5. Visitors are allowed to enter the school premises only with a scheduled appointment and permission from the school administration. Visitors must submit an identity card (i.e., ID card or driving license) to the security guard. The visitor will be given a visitor's badge that must be worn at all times when on school premises.
6. Parents and visitors are not allowed to visit other staff members or departments not claimed at the gate.
7. Parents and visitors are strictly prohibited from roaming the school premises, hallways, looking through classroom and office windows, entering classes, and using student washrooms. Such actions are considered a violation of the school's Child Protection Policy.

# **PARENTS COMMUNICATION**

We believe our parents to be our most valuable partners in education. That is why we keep your concern and advice as our top priority. There are several ways in which you can communicate with school to raise your concern or share suggestions.

## **WORKSHOPS AND PARENT MEETINGS:**

In each term there will be one parent teacher meeting to discuss your child's achievement. Workshops will be held in accordance with plan and informed to you via circular.

## **SCHOOL WEBSITE**

Our newly updated website is now online. Here you will find all information about school curriculum, events, policies, admission and upcoming events.

## **CLASS DOJO**

Your child's class teacher will send out login details of Class dojo app, follow the instructions and enjoy interactive communication from your smartphone. See your child's classroom activities and leave comments.



# **PARENT VOLUNTEER PROGRAMS**

**READING HELPER-** The volunteers will be in the classroom at a 1 to 1 level with students to help them read in groups or individually, in English, Urdu or Arabic subject. Concerned teacher will provide guidance on materials and schedule of reading classes. Visits will be weekly or biweekly according to the schedule of classes.

**MATH HELPER-** The volunteers will be required to assist students in Math classes. Concerned teacher will provide guidance on materials and schedule of classes. Teaching through mental skills or handheld resources at primary level will be required.

**CLUB HELPER-** We have a wide variety of clubs on Thursday afternoon. Take a look and specify which club as per your interest and in charge teacher will guide you on process. Volunteers will be required to be present at school by 12 noon.

**EVENT HELPER-** The volunteers' presence and assistance will be accordingly based on scheduled school events and activities. The school will contact you in advance of event of organization.

**TRIP VOLUNTEER-** The volunteers will be required to escort the students on the educational trips. Trip dates will be shared with the volunteers in advance.

**CALLIGRAPHY/HANDWRITING DEVELOPMENT-** The volunteers will be required to make at least 3 consecutive visit to the classroom in either English or Urdu classes to assist students handwriting development. Concerned teacher will organize schedule based on learning objective.

# ATTENDANCE

Keeping your child regular at school helps improve their understanding and responsibility of learning. Students should complete at least 90% of attendance by the end of each term. Parents are requested to report their child's absence on the school number at the reception desk. Certificates are awarded at the end of term for 100% attendance. This is celebrated in the final whole school assembly.

If you want to collect your child during school hours , kindly submit written notification addressed to the class teacher in the morning stating valid reasons. Our detailed attendance policy is on our school website.

# SCHOOL LUNCH

- We're using the **Traffic Light System** to encourage healthy eating at school. Here's how you can pack balanced lunches for your child:

## THE TRAFFIC LIGHT SYSTEM

- Green Foods (Eat Often): Healthy and nutritious—include lots of these!  
**Examples:** Fruits, veggies, whole grains, lean proteins (chicken, beans), low-fat dairy.
- Yellow Foods (Eat Sometimes): Good in moderation.  
**Examples:** Pasta, cheese, nuts, natural juices.
- Red Foods (Eat Rarely): Treats to have occasionally.  
**Examples:** Chips, candy, processed meats, sugary drinks.

# **STUDENT BEHAVIOR EXPECTATION**

We aim to create a welcoming, caring environment where relationships are based on respect and to develop a positive self-esteem in each child. The staff are committed to maintaining high expectations of good behavior as an essential contribution to the educational experience of the children and to their happiness and well being while in school. We hope that you will support our approach to behavior which, we feel, will be of benefit to all.

## **Expectations with regard to students**

**Pupils will be expected to:**

- Conduct themselves around the building in a safe, sensible, manner and show regard to others
- Arrive on time to lessons
- Bring equipment appropriate for the lesson
- Follow reasonable instructions given by the teacher
- Behave in a reasonable and polite manner to all staff and pupils
- Show respect for the opinions and beliefs of others
- Complete all class work in the manner required
- Hand in homework at the time requested
- Show respect for the working environment
- Follow the school rules.

# **STUDENT CODE OF CONDUCT**

## **PURPOSE:**

This policy is intended to state the position of the school in regards to the management of student behavior and ensuring abidance by the code of conduct. The school will ensure this policy abides by the directives and guidance from ADEC and other UAE government entities including regulations from the Ministry of Education in cases not mentioned through ADEC's guidance and policies.

## **INTRODUCTION:**

It is imperative that the process of behavior management promotes behaviors viewed as positive while inhibiting negative behaviors, within a fair, equitable and caring environment. Proper discipline contributes to ensuring a safe and comfortable learning environment that is beneficial to all stakeholders; students, parents and staff. The Student Code of Conduct applies while students are on campus, using the school bus to and from school, and while participating in activities organized by the school. Students and parents are expected to become familiar with this policy. Students are expected to abide by school rules and regulations at all times, as this code of conduct applies while on school premises, school buses, field trips, and in school events and activities. This policy will be communicated to all students and parents at the beginning of the year, as well as through the school website and the Student/Parent Handbook.

# **GUIDING PRINCIPLES**

1. Promoting discipline will involve the collaborative effort of all members of the school community— administrators, teachers, support staff, parents, and students.
2. Students will be assessed on their character development using the following school character assessment standards: Responsibility, Organization, Participation, Cooperation, Promptness, Discipline, Respect, and Honesty. This will be recorded on the school management system and shared in reports, the parent portal and parent-teacher meetings.
3. Positive reinforcement and a constructive approach are central in developing and modifying student behavior. A positive reinforcement program for Grades K–12 will be implemented to reinforce good habits of character. A Good News Report (GNR) is given to students who have performed consistently well, demonstrated exceptional habits of character, or have significantly improved in academic performance and behavioral choice.
4. Students will be given appropriate guidance and counseling at all stages of the behavioral modification process.
5. Disciplinary regulations will allow for individual situations, and take into account the social, emotional, and psychological aspects of a student's behavior as well as previous behavior history, support and interventions.
6. Disciplinary actions decided by the Disciplinary Committee will be in accordance to the student's age, the severity of the misconduct and the student's previous behavioral history.
7. The school strictly prohibits the use of the following as forms of punishment: corporal punishment, mockery and insult, prevention of the use of washrooms, prohibiting the child from eating or drinking, group punishment for an individual's misconduct, and lowering grades. While the school does not use in-school and after-school detention as a disciplinary consequence, counseling and guiding sessions may be conducted during recess and after-school hours after notifying the parents.
8. The Disciplinary Committee will review and discuss student behavioral issues, and ensure that all disciplinary actions are fair and consistent among all students and without prejudice.
9. The school will attempt to prevent or diminish further negative behavior through the implementation of strategies that are considered causative of such behavior.
10. A record of the behavioral history of each student, disciplinary actions and meetings with students and parents, as well as guidance and counseling sessions, will be kept by the Disciplinary Committee and shall be treated confidentially. This record will be recorded in the eSIS system along with the school's own management system.

# STUDENT CODE OF CONDUCT

- Wear Proper and clean uniform, with polished black shoes.
- Have trimmed nails and proper haircut (for boys).
- Complete assignments on time.
- Bring required books and notebooks according to the timetable.
- Arrive at school on time.
- Show respect for the school community.
- Be courteous , polite and helpful to everyone.
- Be honest in all respects.
- Respects one another property, furniture and school building.
- Don't drop litter.
- Walk sensibly in the school, do not run.
- Behave safely at all times.
- Look after your possessions and leave valuable at homes.
- Follow school rules.
- Stay within school bounds of the school.
- Have a clear vision of the aims and objectives of attending school.

# PARENTS EXPECTATIONS

As partners in your child's education, we ask parents to meet the following expectations to help create a positive and supportive learning environment:

1. **Ensure Regular Attendance:** Ensure your child attends school regularly and arrives on time each day. Consistent attendance is key to academic success.
2. **Support School Policies:** Familiarize yourself with and support school policies, including behavior, homework, and dress code, to maintain a safe and respectful environment.
3. **Engage in Your Child's Learning:** Take an active role in your child's education by reviewing homework, attending parent-teacher meetings, and staying informed about school activities.
4. **Encourage Positive Behavior:** Teach your child to be respectful of teachers, staff, and peers. Promote good manners, responsibility, and a positive attitude toward learning.
5. **Maintain Open Communication:** Keep in touch with teachers and school staff about your child's progress, concerns, or any changes in your child's life that might affect their performance.
6. **Monitor Screen Time:** Limit excessive screen time at home and encourage healthy habits that support learning, such as reading and physical activity.
7. **Prepare for the School Day:** Ensure your child is well-rested, has a healthy breakfast, and comes to school with the necessary supplies to focus and succeed.
8. **Provide Emergency Information:** Keep the school updated with current contact information and any health-related concerns or allergies that might affect your child during the school day.
9. **Promote a Growth Mindset:** Encourage your child to face challenges, learn from mistakes, and keep a positive attitude toward personal growth and academic progress.



# **SYSTEMIC WARNING SYSTEM FOR STUDENTS**

**LEVEL ONE-** Any behavior that results in disruption of the teaching and learning environment. Behaviors may include, but are not limited to:

- Late Settling
- Incorrect school uniform
- Disruptive classroom behavior
- Breaking classroom rules
- Defying school authority and staff members
- Use of abusive or inappropriate language for the peers and teachers

**LEVEL TWO** – A repeated and continuous behavior of level 1 and after teacher's interventions continuing with level 1 behavior. Behavior contract is made with the student .It is dealt by the Social worker/ liaison officer and Class teacher.

**LEVEL THREE** – Any behavior that results in physical endangerment of fellow students, school staff, or other individuals. This offense category also includes acts that cause physical or mental harm to another person, destruction of school and personal property, and possessing, selling, or consuming illegal substances. Behaviors may include, but are not limited to:

- Fighting
- Assault
- Theft

Parents meeting is arranged to discuss their child behavior and intervention plan is made to modify the disruptive behavior. The warning letter will be issued to the concern student.

**LEVEL FOUR** – It is dealt by the Principal, Social worker/liaison officer and teachers are informed. It could result in temporary expulsion from the school.

# **BUS RULES AND RESPONSIBILITIES**

Ensuring student safety on the bus is our top priority. All students are expected to follow these rules to maintain a safe and respectful environment while traveling to and from school.

## **BEFORE BOARDING THE BUS**

- **Arrive on Time:** Be at the bus stop 5-10 minutes before the scheduled time.
- **Wait Safely:** Stand away from the road while waiting for the bus. Avoid playing or running near traffic.

## **ON THE BUS**

- **Stay Seated:** Once seated, remain in your seat throughout the trip. Do not stand or move while the bus is in motion.
- **Keep Aisles Clear:** Store bags or belongings under your seat or in your lap to prevent tripping hazards.
- **Follow the Driver's Instructions:** The driver is responsible for your safety. Listen and follow their directions at all times.
- **Speak Quietly:** Keep noise levels low so the driver is not distracted. No shouting or loud conversations.

## GETTING OFF THE BUS

- **Exit Calmly:** Wait for the bus to stop completely before standing to exit. Leave in an orderly manner.
- **Cross Safely:** If you need to cross the road, walk at least 10 feet in front of the bus and wait for the driver's signal before crossing.
- **Be Aware of Traffic:** Always check for oncoming traffic when leaving the bus or crossing the street.

## GENERAL RESPONSIBILITIES

- **Respect Others:** Be polite and respectful to the driver and fellow passengers. Bullying, teasing, or rough behavior will not be tolerated.
- **Take Care of Bus Property:** Treat the bus and its equipment with care. Any damage will be reported.
- **Keep the Bus Clean:** Dispose of trash properly. Help keep the bus tidy for everyone.

