Al Huda Education Foundation

AlHuda International School

PARENT'S GUIDEBOOK

The document provides guidelines to the parents that may want / have their children enrolled in the school.

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Head Office A.K Brohi Road,
H-11/4, Islamabad
+92 (51) 4866124
info@aispk.org www.aispk.org

Author: Sadia Naveed Reviewed By: Uzma Rizwan Approved By: Atif Iqbal Issued On: 26th Jan. 2026

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Welcome!

AlHuda International School welcomes you and your child to a unique system of education, which integrates Islamic values with academic excellence. Our Parents' Guidebook is designed to provide parents with an outline of AlHuda International School's (AIS) guidelines and code of conduct, policies and procedures in relation to parents and students at AIS. It will guide parents to become aware of what the School expects from them and from their child enrolled in AIS. This guidebook serves as a supplement to the standard Terms and Conditions, which you, as parents, signed when you accepted a place for your child in the School. It is essential for you to go through this guidebook, as it will help you in playing a supportive role in the development and learning of your child at AIS. It will also help in answering most of the questions you might have. However, if there are still any ambiguities or queries, please do not hesitate to e-mail or call us at the contacts given at the end of this guidebook. We hope that together, we will play an ideal and effective role towards the education and nurturing of your child InshaAllah.

Atif Iqbal
Director

ABOUT THE SCHOOL

VISION

Qur'an for All; In every hand, In every heart

MISSION

To develop the academic skills of the students, enhance their natural talents, impart authentic religious education and ensure positive character building in order to make them responsible Muslims, contributing citizens and respectful human beings.

CORE VALUES

Sincerity | Integrity |Tolerance | Benevolence | Dedication | Discipline | Respect

AIMS & OBJECTIVES

We believe that every child is born with innate goodness. With the help of Allah (SWT) and the participation of God-conscious parents, teachers and staff, AlHuda International School commits to:

- Connect the learners with their Creator through specially designed curriculum and by providing an environment that motivates them to adopt Islamic values for life.
- Guide the students to recognize and respect with love not only their Creator, but also His creation.
- Nurture the bestowed inclination towards goodness while discouraging the attraction of evil doings, as explained in Qur'an and Sunnah.
- Build the confidence and self-esteem of every child as an individual.
- Empower the students to become active, responsible and contributing members of society.
- Develop strong and leading personalities with profound thinking and stability to obey the commands of Allah ﷻ in all circumstances according to the Sunnah.

CORE VALUES

We are a caring partnership of dynamic people, staff and parents.

Having a set of similar objectives, we aim to provide students with quality education through a broad and balanced curriculum in school and expect the co-operation of parents to reinforce the learning at home thus laying the firm foundations of our future.

The School strives to provide a safe, positive and healthy environment by encouraging:

- ✓ the pursuit of excellence in all areas
- ✓ a caring atmosphere where all are of equal worth
- ✓ the pleasures of study and discovery
- ✓ the respect for the opinions and needs of others
- ✓ the ability to think independently
- ✓ the skill to work both unaided and as part of a team
- ✓ an understanding of leading a healthy lifestyle
- ✓ a true sense of Taqwa (Allah-consciousness), self-discipline, justice and responsibility
- ✓ a desire to be successful in this life and achieve Jannah in the Hereafter

All aims prevail throughout the School as well as within the classrooms and also permeate our policies.

STARTING THE SCHOOL YEAR

FEES AND FINES

AlHuda International School is a not-for-profit organization. Fees are used for providing staff salaries, maintaining state-of-the-art learning environment, meeting operational costs and for investing in the school's future growth.

FEE POLICY AND FINES

- Siblings get fee concession of up to 12.5% on monthly tuition fee only.
- The tuition fee is payable by the 10th of each month through Bank.
- If dues are not paid for two consecutive months, the student is liable for suspension. The child will be allowed to come to the school only after the fee is paid in full. A re-admission fee of Rs.5, 000 will also be charged.
- Full fee is applicable throughout the year, regardless of a student's leave of absence.
- In case of a student joining in the middle of the month, a complete month's fee will be charged.
- It is in the School's discretion to revise the fee structure and other charges at any time without prior notification.

AFTER ADMISSION

First fee voucher:

Admission Fee & Security Deposit

Second fee voucher:

Monthly Tuition Fee, Annual Charges & stationery/ books/ notebooks charges (as applicable)

Fines are levied on:

- Damage to School property.
- Damage to library books.
- Failure to return library books on time.
- Loss of note books, message diary, library books, syllabus books, exercise books, students' ID cards, pick-up cards etc.

POLICY FOR CONDITIONAL ADMISSION

This policy outlines the conditions applicable to students' granted admission despite not meeting the required criteria in the school's admission test.

The admission policy states that students must score minimum 50% in the tests of different subjects. Students who do not meet the required criteria in the admission test may be granted **conditional admission** based on an official undertaking signed by the parents/guardians.

The parent/guardian sign an **undertaking** acknowledging the conditional status and agreeing to comply with the terms stated in this policy.

Terms of Conditional Admission:

1. The student's admission will remain **provisional** or **not confirmed** until the completion of the First End Term Test.
2. The parents will work on the weak areas of the students by supporting themselves or arranging an external support at home.
3. The attendance and behaviour of the students will remain satisfactory throughout the term.
4. The school will inform about the academic progress of the student time to time.
5. The student is expected to meet the minimum passing criteria in the First End Term Test of the subjects that he failed to meet during the admission test.
6. If a student **fails to meet the passing criteria** in the First End Term Test:
    - The admission may be **cancelled**, and
    - The student may not be permitted to continue in the subsequent term.

Appeal and Review

The parent has the right to make an appeal and reconsider the decision. In such a case the management can review the results of the student again and in some cases can extend the status of the student till the end of the academic year. A final review can be made based on the Annual Performance Report of the student ensuring that minimum passing criteria is met for all the core subjects.

Record Keeping

A signed copy of the undertaking shall be maintained in the student's official record, and the same will be shared with the parents.

RE-ADMISSION POLICY

- Inactive students will stay in the **suspended status** for **three months** from the date of withdrawal.
- If they do not contact for readmission then in the **fourth month** the status will automatically **change to "Exit"**
- The parents applying for readmission will **send us a written request** or fill the readmission forms.
- The admissions Department will check the seats availability.
- Will get Director's approval.
- After the Director's approval the Accounts will reactive the student and generate the fee vouchers.
- The admission department will update the session (if required), class and section of the child with MIS department.

SEAT RETENTION POLICY

- The minimum and maximum duration of seat retention is 6 months and 2 years respectively.
- A child will have to go through a need base assessment for rejoining AIS in the respective class/Grade.
- Seat retention policy will not adhere to the Students of Hifz section and Upper Secondary.
- 50% of the monthly tuition fee will be paid lump sum.

AIS STUDENT WITHDRAWAL POLICY

- Parents are required to submit a formal withdrawal request with at least one month's prior notice.
- In the absence of this notice, one month's fee in lieu of the notice period becomes payable.

Step #1

Application to be sent to the Admission department/ Branch Head Office by the parents

Note: Students' absence of more than one month without leave application, the school may initiate the withdrawal process.

Step #2

Branch Head Office/ parents will fill withdrawal form and proceed with clearance from the library and accounts department.

Step #3

Clearance from Accounts Department and Library is followed by issuance of school leaving certificate.

Step #4

Parents will be intimated through call/SMS/official email and they will receive the school leaving certificate and payment refund.

Note: Whole process will be done within a week.

Withdrawal for Students Enrolled for Board

Any requests for school leaving certificate received from parents or guardians of final-year students, i.e Grade IX, X, XI and XII (IGCSE, A Levels, Matric and FSC) will not be entertained once the registration has been completed and sent by the school to any of the boards.

In case of such requests the parents must submit complete school fee till June in advance.

INTER BRANCH TRANSFER POLICY

Step #1
Transfer form should be submitted to Admission Department signed by the parents.

Step #2
Admission department receives and maintains the transfer data in branch designated files. (Priority is given to siblings).

Step #3
Admission department confirms the availability of space (strength report) with the consultation of SH/BH.

Step #4
Intimation for the confirmation of transfer will be sent through an official email/call.

Step #5
After transferring the child's Branch, SMS (school management software) will be updated by the admission department.

Note: Transfer is only possible in case of availability of the space. Final decision is made by the Director.

BOOKS AND STATIONERY

Complete set of books and notebooks are available in the market. Book list is provided on the website. Stationery required by Montessori throughout the academic year is purchased by the Parents and kept in the school.

While purchasing a bag for your child, please keep in mind that it easily accommodates A-4 size books, a lunch box and a bottle. Lunch boxes and bottles should be easy to use, especially for the Montessori students. Please also ensure that the bag does not have character/cartoon figures on it.

All belongings of your child must be tagged with his/her name and class, including schoolbag, lunch box, water bottle etc.

Please note that Montessori students will take home English reader, Urdu Qaida and homework diary on daily basis. However on Fridays, Primary students will take home their textbooks and notebooks for the required review over the weekend. Only relevant textbooks and notebooks will be sent home whenever homework is assigned over the week.

From grade IV onwards, we expect the child to be able to take over the responsibility of bringing his/her bag according to the time table. Please also ensure that your child brings his/her Message Diary every day. You are required to supervise your child's home assignments and sign his/her message diary as well as the class and monthly tests regularly.

HYGIENE & SCHOOL UNIFORM

HYGIENE

- Nails should be cut and clean and nail paint is not allowed.
- Girl's hair should be properly tied up and pinned. The strands should not be hanging out of the scarf.
- Boy's hair should be cut short and combed properly.
- Hair should be neat and lice free.
- Scarf should be neat and spotless.
- Undergarments and socks should be changed daily.
- You child must shower every day in summers but may alternately in winters.
- The uniform must be washed and should be odor free.

UNIFORM

Part of the school's mission is to prepare students for adulthood, and we believe that being appropriately dressed is an important part of this maturity. Full school uniform should always be worn to school. Please ensure that all clothing, and valuable personal belongings are clearly marked with your child's name; this ensures prompt return of lost items.

- Students should wear proper school uniform every day.
- The uniform must be ironed and crisp.
- Shoes should be from school shoes line, black in color and polished every day.
- Scarf should be white and is compulsory to be worn by girls in the Primary & Secondary sections.

Summer Uniform

Montessori Section	
Girls	Boys
Green half-sleeve tunic box pleated with logo	Green dress pant
White tights	White half-sleeve dress shirt with logo
White socks	White socks
Black shoes	Black shoes

Primary (Grade 1 - 4) / Secondary Section (Grade 5, 6, 7) and Hifz Section	
Girls	Boys
Green full-sleeve tunic box pleated with logo	Green dress pants
White shalwar	White half-sleeve dress shirt with logo
White socks	White socks
White scarf (compulsory)	Black belt with logo
Black shoes	Black shoes
Note: Grade 6 girls can wear Green full-sleeve tunic or Green full-sleeve kameez along with white shalwar.	

Secondary Section (Grade 8, 9, 10)	
Girls	Boys
Green Full-sleeve kameez	Green dress pants
White shalwar	White half-sleeve dress shirt with logo
White socks	White socks
White scarf (compulsory)	Black belt with logo
Black shoes	Black shoes
Note: **Plain Black Long Abaya closed for 8, 9 10 Girls (optional)**	

Higher Secondary Section	
Girls	Boys
Green Full-sleeve kameez	Green dress pants
White shalwar	White half-sleeve dress shirt with logo
White socks	White socks
White scarf (compulsory)	Black belt with logo
Black shoes	Black shoes
Note: **Plain Black Long Abaya closed for A Level and FSC , ICS Girls**	

Winter Uniform

Montessori Section	
Girls	Boys
Green full-sleeve tunic box pleated with logo	Green dress pants
White tights	White full-sleeve dress shirt with logo
White socks	White socks
Black sleeveless cardigan	Black sleeveless sweater
Black Hoody with logo	Black Hoody with logo
Black shoes	Black shoes

Primary (Grade 1 - 4) / Secondary Section (Grade 5, 6, 7) and Hifz Section	
Girls	Boys
Green full-sleeve tunic box pleated with logo	Green dress pants
White shalwar	White full-sleeve dress shirt with logo
White socks	White socks
White scarf (compulsory)	Black belt with logo
Black sleeveless cardigan	Black sleeveless sweater
Black Hoody with logo	Black Hoody with logo
Black shoes	Black shoes
Note: Grade 6 girls can wear Green full-sleeve tunic or Green full-sleeve kameez along with white shalwar.	

Secondary Section (Grade 8, 9, 10)	
Girls	Boys
Green full-sleeve kameez	Green dress pants
White shalwar	White full-sleeve dress shirt with logo
White socks	White socks
White scarf (compulsory)	Black belt with logo
Black sleeveless cardigan	Black sleeveless sweater
Black Hoody with logo	Black Hoody with logo
Black shoes	Black shoes
Note: **Plain Black Long Abaya closed for 8, 9 10 Girls (optional)**	

Higher Secondary Section	
Girls	Boys
Green full-sleeve kameez	Green dress pants
White shalwar	White full-sleeve dress shirt with logo
White socks	White socks
White scarf (compulsory)	Black belt with logo
Black sleeveless cardigan	Black sleeveless sweater
Black Hoody with logo	Black Hoody with logo
Black shoes	Black shoes
Note: **Plain Black Long Abaya closed for FSC, ICS Girls (Compulsory)**	

In cold weather, please make sure that your child is properly covered with warm clothes such as school jackets/blazers, gloves, caps etc.

Some of these outwear items may be taken off inside the classroom; hence it is important that they be labelled with your child's name in order to avoid inconvenience.

In Primary and Secondary sections recommended sports gear may be worn on days of sports lessons and annual games.

Jewelry, Hair and Makeup

Hair

- Hair for both boys and girls (for girls including braid) must be neat and is not allowed to fall over the face.
- Boys must always maintain a short and decent haircut.
- If hair of girls is below shoulder length, it should be tied back behind the ears not on the crown of the head or neatly in a braid using school color hair bands – black or white.
- Hair accessories are not allowed e.g. beads, colored ribbons and colorful clips.
- Exaggerated hairstyles and dyed colours are not part of the school uniform.

Jewelry

- Only girls are permitted plain stud or pearl earring in each ear lobe. Large stones, loops or hanging earrings are not allowed.
- No jewelry piece must be worn around the neck.
- Other jewelry e.g. wristbands or bracelets, rings etc are not allowed to be worn and will be confiscated until the end of the day.
- A simple wristwatch is permitted for both boys and girls.
- No smart watches are permitted.

Makeup

Makeup is not allowed at any time on the campus other than the events when formally specified and allowed.

Violations of Dress Code

1st Step: Verbal Warning

Student will be taken out of the line after the morning assembly for verbal warning. This would be done three times.

2nd Step: Written Warning

Student will be brought to the Admin area, so that a written warning can be given to him/her. The written warning would be attached to the student's diary to be sent home for the parents to see.

3rd Step: Action

Parents of the student will be called to take the child back home that day.

AIS Uniform and Books Availability

Details of school uniform and book list is available online on our website and can be purchased from any shop in the city.

ORIENTATION SESSION

Parents are invited for an orientation session at the beginning of the academic year in order to acquaint them with the policies, functioning, teaching methodology, assessment, homework schedule and the other important aspects of the School.

PARENTS' COMMUNICATION WITH THE SCHOOL

Your involvement in your child's academics will greatly enhance his/her progress. You are encouraged to communicate with the School through the various means outlined below. Please note that the School discourages discussions of parents with teachers in the corridors, playground, reception etc. Any concerns may be brought to the attention of the respective authorities, and InshaAllah the School will try to address them in the best possible manner.

The 'General Communication Procedure' is as follows:

MESSAGE DIARY

Students' Message diary is an effective way to quickly and conveniently communicate your needs and concerns to your child's teacher. Each student is given a message diary at the beginning of the academic term which the teachers check on a daily basis. Parents are also expected to check and sign their child's diary every day. Any query or message for the teacher should be written on a fresh page of the diary, making sure to fill in the date and signature field and the teacher will InshaAllah respond and take due action.

Message Diary Guidelines

- ✓ Cover it with plastic sheet.
- ✓ Fill in your child's details in the relevant section.
- ✓ Ensure that the contact information is entered correctly.
- ✓ Send message diary with your child to School every day.
- ✓ Check and sign the diary every day.
- ✓ Receive fee vouchers and circulars.
- ✓ When required, feel free to communicate with the teacher through the message diary
- ✓ The diary must be kept neat during the academic session.

Telephone

Any important message for the School management, staff or child may be conveyed via telephone to the School reception. Telephone numbers are given at the end of this guide and are also available at the School website(www.aispk.org).

WhatsApp:

If parents have any concerns or complaints regarding school administration, they are encouraged to reach out to the Head Office via WhatsApp i.e.: +923098883252

Email

You can also email your queries or suggestions on the School's official email address i.e. info@aispk.org.

Meetings

Parents may schedule a meeting with the Class Teacher, the Section Head, the Branch Head or the Director as per need, by making an appointment through the School reception. While taking an appointment, please specify the agenda of the meeting. Please ensure that your child is not present in any such meeting.

SCHOOL'S COMMUNICATION WITH THE PARENTS

The school is dedicated to fostering transparent and consistent communication with parents concerning their child's academic and behavioural development. Additionally, we aim to provide guidance and support to parents in their journey of nurturing their children effectively.

To convey important information and notifications, the school utilizes various channels, including message diaries and WhatsApp. We kindly request parents to regularly monitor their WhatsApp messages and check the message diaries for updates on school-related news and significant announcements.

Our notices are categorized for convenient sharing through either WhatsApp or message diaries. These categories are as follows:

WhatsApp:

- **Events and Activities:** Announcements for Field trips, Qiraat Competition, Annual Games, Takmeel Ceremonies, Art and Literature Festival, Annual Day, AIEx, Graduation Ceremony and other special events
- **Health and Safety Notices:** Notifications about immunization requirements and health check-ups.
- **School Policies and Regulations:** Updates and reminders about the code of conduct, changes to the uniform or dress code, attendance policies and procedures, and tardy policies, etc.
- **Parental Involvement:** Requests for volunteers, Parents-Teachers Conferences, and Parents Orientations, etc.
- **Holidays:** Information about Summer Break, Winter Break, Public Holidays, Term End Holidays, Eid Holidays, etc.
- **Financial Notices:** Requests for fundraising and donations.

Message Diaries:

- **Academic Notices:** Schedules for assessments/exams and important dates, syllabus for assessments/exams, guidelines for parents on Quran recitation and memorization homework, dictation lists, weekly syllabus, and report cards.
- **Financial Notices:** Fee Challans.
- **Parents Tarbiyah:** Attendance Slips for Parents Tarbiyah Sessions.

Notifications within the diaries are typically affixed with staples. Parents are kindly asked to detach any attached forms if necessary and sign the corresponding page in the diary. This ensures that the teacher can confirm the notification has been properly received.

Online

Stay updated on what is happening at the School by visiting the AIS website regularly ***(www.aispk.org)***, which carries important news, information, pictures and videos pertaining to students' activities. It also contains resources for parents to help them in effective parenting in accordance with the Islamic teachings. Subscribe to the AIS mailing list by submitting your email address at the 'Subscribe' section at the School's website. All campuses of AIS have separate FB pages; you may also like them at:

Islamabad: www.facebook.com/AlhudaIntSchool
Karachi: www.facebook.com/AlhudaIntSchool.khi
Peshawar: www.facebook.com/AlhudaIntSchool.pew
Faisalabad: www.facebook.com/AlhudaIntSchool.fsd
Sialkot: https://www.facebook.com/AlhudaIntSchool.skt

Meetings

The School may call parents to discuss their child's academic progress or behavior. The presence of both the parents is mandatory for such meetings.

PARENT TEACHER CONFERENCES

Parent Teacher Conferences (PTCs) are an important means for the School staff to discuss various aspects of the students' progress with the parents. Parents get an opportunity to understand better the strengths and areas of improvement of their child as assessed by the class teachers as well as subject teachers throughout the year. The PTCs also give teachers an opportunity to guide parents towards practical steps of overcoming the weak areas of their child's progress. You are welcome to share your suggestion with the teachers regarding any improvement or concern related to your child's development. We aim to establish an ideal collaboration between parents and teachers to ensure your child's success. PTCs are conducted once in each term and are compulsory for both the parents to attend. There will be three PTCs in an academic session. The School may take notice of the failure of parents to attend and may inquire for the reason. In such a case, it may not be possible for the School to rearrange an individual parent-teacher meeting.

GUIDE FOR THE PARENTS

Be A Support – Know Your Responsibilities

Below are things parents should know, do, or expect that will help their child learn and become successful in school:

A. Parent and Child Relationship

1. **Daily conversation about everyday events**
   - ✓ Spend a few minutes daily with your children, talking and listening with patience and love.
   - ✓ Take time to understand your children's interests their friends, activities etc.
2. **Showing affection**
   - ✓ Show love to your child in many ways, from hugs to praise to presents and special time together.
3. **Family discussion of books, newspapers, magazines, and TV programs**
   - ✓ Talk with your child about what he/she is reading and what you are reading. Also listen to them carefully when they talk about what they like to watch on TV.
4. **Family Visits**
   - ✓ Go with your children to places where learning is a family event.

B. Building Routines

1. **Role Model for the Daily Salah**
   - ✓ Be a role model and display the love and importance of Salah by offering it in time and regularly yourself five times a day. Habits develop quickly and last longer if modelled at an early age.
   - ✓ Children at the age of seven must be taught how to offer salah and when they reach the age of ten they should be asked to offer salah on time daily.
   - ✓ The boys must offer salah in congregation in masjid whereas the girls can offer salah at home.
2. **Developing Connection with Quran**
   - ✓ Establish a daily routine where your child spends at least 15 min. reciting the Quran with correct pronunciation preferably after Fajr.
3. **Daily Azkar**

   Develop a habit of saying daily azkar with your child after Fajr and Asr Salah.
4. **Formal study time at home**
   - ✓ Make daily study time a "family value," something each child does with or without homework from school.
   - ✓ Your child needs to spend at least one hour daily for completing home assignments and revision in primary and lower secondary section.
   - ✓ When your child reaches upper secondary, he needs to spend at least 2 hours daily. This will ensure good test scores without any pressure.
5. **A quiet place to study**
   - ✓ Your child needs a quiet place to study where he/she can concentrate and spend quality time.
6. **A daily routine that includes time to eat, sleep, play, work, study, and read**
   - ✓ Establish a family routine with regular mealtimes, bedtimes, homework time, and outdoor play/exercise time.
   - ✓ Make sure your child eats healthy, nutritious foods.
   - ✓ Ensure your child goes to bed on time and takes 6-8-hour sleep daily.

7. **Punctuality**

✓ Your child needs to be regular in order to develop good routine.

✓ Avoid taking holidays unless extremely necessary.

C. Parental Supervision

1. **Setting Priorities**
   - ✓ DO set time limits on TV , video games, laptops and phone. Too much screen time takes away from time your child should be spending somewhere else.
2. **Routine Skills**
   - ✓ Help your children pack backpacks each night according to the time table with everything they need for school like stationery or any item on the diary for class activities.
3. **Use of Language**
   - ✓ As much as you can, model proper language and do not use abusive words.
   - ✓ Show and model courtesy when talking with your children by using please and Jazakallah.
4. **Parental knowledge and discussion of what is being watched**
   - ✓ Make sure you know what your child sees on screens, visit their rooms and do not leave them alone unattended for long hours.
5. **Parental knowledge of school Progress**
   - ✓ Talk to your child, your child's teacher often. Check your child's progress: review term report cards, attend parent-teacher conferences. Ask your child, "Tell me something you learned in school"
   - ✓ Take questions you have to the parent teacher conference, and discuss what is on your mind. Let the teacher know you are watching your child's study habits and attitude toward school.

D. Homework

1. **Develop Positive Behavior**
   - ✓ Talk to your children the importance of trying hard and doing their best at school.
2. **Regular Study Time Routine**
   - ✓ Make sure the study place is well lit and is not burdening the eyes.
   - ✓ Remove distractions, including the TV and phone.
   - ✓ The time when your children will study everyday should not be before bedtime.
3. **Talk about responsibility**
   - ✓ Talk to your child how important it is to make sure that before leaving the school all the books and notebooks that are needed to complete the homework are with him.
4. **Appreciate and Be Supportive**
   - ✓ Your child should be able to complete the homework independently. Encourage him to try hard and recall what he learned in the school. Provide guidance but not the answer.
   - ✓ Do not let your child get agitated nor use disheartening words like you are a failure.
   - ✓ If your child continuously struggles with homework support your child by discussing with the teacher positively and find out ways to help the child. If you require extra help be open in discussing with the teacher. The school has an established remedial program for students who need extra help in academics.
   - ✓ You should check your child's diary every day and acknowledge by signing it.
5. **Time Management**
   - ✓ Your child must have a desk calendar to mark important due dates for tests, exams, assignments etc Help your child learn this important skill which will help in time management in later age.
6. **Reward Accomplishments**
   - ✓ Take care of the nutrition and serve a good healthy snack during or after study time.
   - ✓ Praise Hard work and Celebrate Accomplishments.

BE A ROLE MODEL

- Actively participate in community service and encourage the children to do so.
- Display good citizenship so your child may follow.

READING AT HOME

- Check and sign the library reading log regularly.
- Send back the reading bag with the library book and record with your child on time.
- Read with your child daily
    - Children under 6: 10 minutes of reading
    - Children above 6: 15 minutes of reading
- Encourage your child to read newspapers, books, signboards and text written on cereal packaging.

PARENTS' RESPONSIBILITIES

- Plastic cover all notebooks, copies and books and tag them properly.
- Label all of your child's belongings clearly with his/her name and grade.
- Send your child to School on time regularly and in complete neat uniform.
- Ensure your child has all the necessary equipment for class.
- Take out the contents from the clear bag from your child's school bag and return it to School daily.
- Check and sign your child's diary every day.
- Make sure that your child performs Salah regularly at home. Boys should be encouraged to attend congregational prayers.
- Since English is the medium of instruction at School, the students are expected to communicate in this language at School. As parents it's your responsibility to assist and support your child to develop fluency in English.
- Both parents should attend the orientation session, PTC's, Tarbiyah sessions etc. and be involved in their child's education.
- Always notify the School in case of change in emergency numbers, contact information and medical information (see Downloads section at the website).
- Cooperate with the School about your child's progress and development.
- Read all correspondence from the School and respond promptly when necessary.
- Respect the School, teachers and instructional material such as books, and inculcate the same in your child.
- When dealing with the School staff and administration, we request you to always maintain a polite and respectful.

PARENTS' INVOLVEMENT AT SCHOOL

Parent and community involvement at AIS has proved to be a strong and positive force in the academic success of the students. Here are a few ways in which, you, as a parent, can be involved in your child's School:

Parent Volunteer Opportunities

AIS welcome and appreciate parents' participation inside and outside the classroom, as well as on School events. Your volunteering at your child's School will demonstrate to him/her how much you value his/her education. There are numerous opportunities that parents can opt for throughout the year, and become a part of the School's growth. Some of these ways are:

- Participate in after-school clubs
- Volunteer at events such as Annual games, Annual Day, AIEx etc.
- Chaperone field trips
- Participate in class activities
- Be a guest reader
- Be a guest speaker

If you are interested in becoming a parent volunteer, please fill the Volunteer Form available in the Downloads section at the website and submit it at the School reception.

Tarbiyah Sessions

Tarbiyah sessions, arranged on a monthly basis, are a unique and rewarding experience for the parents of AIS students. These sessions include workshops and lectures conducted by experts on a wide range of topics, including Islamic parenting, dealing with problems of today's children, child psychology etc. Tarbiyah sessions are arranged on Saturdays. In order to play a positive role in your child's upbringing and as per School's rule, **both mother and father must attend these workshops. Attendance is marked at the beginning of the workshop, which will also be reflected on your child's report card.**

Exclusive Course for AIS Mothers

The objective of these courses is to impart authentic Islamic education to AIS mothers, in order to help them raise righteous children and to bring about a positive change in every home.

Productive Fridays

Fridays are made more productive by offering Fehmul Quran Course along with different informative and grooming sessions for AIS mothers.

Taleem e Deen

AIS offer a great opportunity for mothers to learn and understand Quran four days a week by offering this certificate course.

Sponsor a Student

Besides investing your time and skills at the School, you may help in the schooling of a student through student sponsorship. You can sponsor students' tuition fee, uniforms, books, stationery, transport etc. This will be a means for you to earn sadqae-jariya (on-going reward), and would help educate bright, deserving children who are unable to meet the costs of schooling. For more information, please contact the School Reception.

JOIN HANDS WITH ACS ALHUDA COMMUNITY SCHOOLS

Together We Can Empower Deprived Children!

AlHuda Community Schools (ACS) is a part of AlHuda School's network running under the umbrella of Al-Huda International Welfare Foundation. ACS, a network of welfare schools currently operating at 9 locations in Lahore & Islamabad, is serving more than 1500 underprivileged children by providing them access to free quality education and ensuring their moral uplift. With classes from Montessori to Matric, ACS employs qualified staff and volunteers to provide opportunities for growth, success, high morals for every child of the community. If you want more information about ACS, you may visit: www.alhudacs.org , www.facebook.com/Alhudacs , www.instagram.com/alhudacs

For employment/volunteer opportunities, please contact info@alhudacs.org

You can sponsor a child education or donate Sadqa & Zakat because all students in ACS are from families eligible for Zakaat. For further details, please contact: 0300050071

GENERAL INFORMATION

Our Academic year is divided into two terms:

First Term	Second Term	New Session
April - November	November - March	April

School Facilities

- **Media Room**
- **Science Labs**
- **Play Area**
- **Library**
- **Staff Room**
- **Quran Recitation and Memorization Room**
- **Wudhu Area**
- **Salah Room**
- **Gymnasium**
- **After School facility**

Office Hours and Contact Numbers

Front Office:

The School Office is open from
Monday to Thursday: 8:00 am to 3:00 pm
Friday: 8:00 am to 2:30 pm

Front Desk Contacts of all Campuses

H-11 Campus, Islamabad	+92 (51) 4866233-5
F-8 Campus, Islamabad	+92 (51) 2287845-8
CBR Campus	+92 (300) 0500758
DHA, Karachi Campus	+92 (21) 35171132 | +92 (21) 35171133
Clifton, Karachi Campus	+ 92 (21) 35148085
Peshawar Campus	+92 (91) 5701531-2 | + 92 (300) 8177768
Faisalabad Campus	+92 (41) 8757512 | +92 (309) 8881850
Sialkot Campus	+92 (309) 8881043
Head Office, Islamabad	+92 (51) 4866124 | 4438772 | 8357396-7

SCHOOL TIMINGS

Note : Students are required to reach the Assembly Area 5 minutes before School begins

Grade	Monday-Thursday	Friday
Junior Montessori	8:15 am - 12:40 pm	8:00 am - 12:00 noon
Senior Montessori	8:00 am - 1:10 pm	8:00 am - 12:00 noon
Advance Montessori	8:00 am - 1:40 pm	8:00 am - 12:00 noon
Grades I-IV	7:50 am - 2:10 pm	7:50 am - 12:15 pm
Grades V-VII	7:50 am - 2:40 pm	7:50 am - 12:15 pm
Grades VIII- XII	7:50 am - 2:40 pm	7:50 am – 12:15 pm
Hifz Program	7:45 am - 3:00 pm Saturday: 7:45 am – 1:00pm	7:45 am - 12:00 noon

SCHOOL HOLIDAYS AND CLOSURES

The School observes public holidays for which you may refer to the School calendar which is uploaded at our website. The School will inform the parents through notices sent in diaries, announcement on Facebook page and website, SMS, WhatsApp groups and/or notices displayed at the School gate for any unplanned closures that may be necessary due to local or national situation.

EMERGENCY CLOSINGS, EARLY DISMISSALS, LATE OPENINGS & OPERATIONAL DELAYS

On rare occasions, it may be necessary to close the School on emergency basis. The Standard Operating Procedures for this will be followed. In case of emergency early dismissals and delays in School openings, the School will try to contact the parents and notify them; however, this may not be possible in all instances. During any such uncertain situation, there will always be a notice displayed at the School gate in addition to website and Facebook notification. Furthermore, parents may also contact the School reception themselves if they have any doubts.

EMERGENCY PROCEDURES

The following procedure will be adopted in case of emergencies including but not limited to bomb threats, bomb blasts, fire, natural disasters, extreme socio-political unrest etc.

- Teachers will ensure that students stay calm and will remain with them at all times.
- Notices will be displayed at the School gate, website and Facebook.
- The School will send the parents an SMS and/or call the emergency contacts of the students.
- The School will ensure safe hand over of each student to their Parents/guardians InshaAllah.

Remember! It is important that you give valid and up to date information of your child's emergency contact.

* Please review and update the Emergency Information Card available in the Downloads section at the website in case there has been any change in it since the time of your child's registration at the School.

MEDICAL AND HEALTH ISSUES

It is imperative that you take the School in confidence about your child's medical issues (if any) so that the School caters to the child's needs in the best possible manner. If your child has any medical concerns that you feel the School must be notified about, please fill and submit the "Medical Information Form" available in the Downloads section at the website, and submit it at the School reception.

Immunization Requirements

It is recommended that the students meet the standard immunization requirements at the time of admission. This is considered important for the safety and wellbeing of your child, as well as of other children.

Administering Medication

If you would like any medication to be administered to your child at School, you must complete a "Medication Authorization Form" available in the Downloads section at the website as well as at the School reception. Alternatively, you can write a note for the teacher in the Message Diary mentioning:

- Particulars of child and ailment
- Name of medication
- Time for medication
- Exact dose to be given

Please ensure to put the date and sign that page. All medication must be in the original container with the appropriate pharmacy label, and should be deposited at the school reception. Please do not keep medicines in student's bags, lunch boxes or pockets as that could be hazardous for your child as well as other children.

Note: Whenever possible, medication prescribed three times daily (such as antibiotics) should be given at home, e.g. at breakfast, after school and at bedtime. No medication of any kind is to be applied or administered by the student him/herself.

Illness and Accidents

In case of an accident or illness at School, the School's on-campus doctor will examine the child, parents will be notified immediately and if required will be asked to take the child home. In case of any contagious disease, parents are advised to keep the child at home as the School will not allow the child to come to the class until he/she has completely recovered and it is safe for the child to come back to School along with a note from the doctor. In case of an

emergency, the School staff will take the child immediately to the hospital. The emergency contact will be notified promptly. Therefore, ensure that your child's emergency contact numbers are up to date.

Note: You must notify the School of any change in contact information including address, telephone numbers, emergency contacts and medical details. Please fill in the "Change of Contact Form" available in the Downloads section at the website and submit it at the School reception.

Nutrition/ Lunch

AIS promotes healthy dietary habits and has a 'No Junk Food' policy. It is emphasized that students bring healthy and wholesome food such as fruits, vegetables, dates, sandwiches etc. Please avoid sending junk food such as soft drinks, chocolates, sweets, packed crisps etc. It is advised that parents encourage a lifestyle of healthy eating for children at home as well.

Note:

At present, students do not have access to the cafeteria in all the campuses.

Al-Huda Institute's Male cafeteria offers lunch boxes for AIS students (H-11 campus only). Tokens for these lunch boxes can be purchased on a weekly basis. Parents interested in availing this opportunity can contact Al-Huda Administration Male Reception at the following number:
051-4866125-9 (EXT 192)

Head Lice Policy

The school enforces a strict head lice policy, in which the students who are found to be infected are requested to stay home until they are free from head lice. Please ensure that before your child joins the school, he/she is completely free from head lice and nits. In case of finding head lice, a written notice will be issued by the school for the parents.

SECURITY

School Security

The school implements a tight security system with the aid of CCTV cameras and on-duty guards. The campus is enclosed on all sides and the school security personnel, teachers and janitorial staff are vigilant at ensuring that students are kept safe at all times.

- Visitors are required to show their ID cards and to have their details entered in a log book.
- All visitors must enter through the main entrance of the school and report directly to the school reception.
- They will be required to wear a 'visitor's badge' while on the School premises.
- Visitors must not go to any part of the school's premises without official permission.

Child protection policy

AIS enforce a ‘Child Protection Policy’ which holds the protection and safety of each student on the school campus as paramount. The school takes every step to ensure that students feel secure and protected (both physically and emotionally), and to let them know that they are listened to, respected and valued. Staff recruitment process includes background checks to ensure the suitability of the staff being hired to work with children. We ensure that Child Protection concerns and referrals are handled sensitively, professionally and in a way that supports the needs of the child.

DISCIPLINE RULES AND REGULATIONS

Parent & Student Guide

Behaviour reflects the academic and social progress of a student. We expect our students and parents to behave in a manner that reflects the beliefs of our *Deen* and is conducive in building a positive learning environment. The administration and staff at AIS believe that it is important to encourage and reinforce positive behavioural patterns while discouraging negative ones and rely upon parental support and cooperation to achieve this objective.

All the policies are mentioned in the Parents Guidebook so that they take equal responsibility to nurture their children.

Students should behave according to the following guidelines at all times:

- Use appropriate respectful tone with the teachers.
- Be punctual for school and all classes.
- Reach assembly in time.
- Wear proper school uniform.
- Not to disturb or interrupt a class.
- Respect the rights and honour of the staff and fellow students.
- Complete the assigned school and home tasks.
- Work with a focused attitude and be willing to follow the instructions of the teachers.
- Obtain the permission of the teacher before asking a question or leaving the class.
- Bring the materials required for each class.
- Help in keeping the classroom and school premises clean and tidy.
- Avoid rough games in the playground.
- Walk with dignity in the corridors of the school.
- Respect school property and the property of others.
- Behave in an honest, honorable and dignified manner at all times.
- Any practices that are against Islamic teachings including hair-cuts (e.g. shaving one Part of the head), dressing, and other such appearances should be avoided.

Unacceptable Conduct by Students

The following types of behaviour are unacceptable, will not be tolerated by the school and should be avoided at all times:

- Students are checked and guided at the slightest abuse of language as we want to keep the school environment pure, abuse-free and peaceful.
- Showing disrespect towards the teachers.
- Bullying, in any form, whether it be physical (hitting, kicking, pushing etc.), verbal (name-calling, use of foul language, making racist, sexist and/or cultural remarks etc.), emotional or cyber.
- Showing disrespect in any way towards religion, honour, or property of others.
- Being dishonest or using unfair means during tests or examinations.
- Dealing with objectionable videos, pictures or magazines.
- Throwing or using objects in a manner that may hurt others.
- Chewing gums while on school premises.

Or any other conduct deemed inappropriate or unacceptable by the school administration.

Consequences to Unacceptable Conduct

Step 1: If a student behaves in any of the unacceptable manners as mentioned earlier, the school will counsel that student and his/her parents will be informed about the incident.

Step 2: In case the misconduct is repeated, parents will be called by the administration to discuss the matter and to involve them in developing their child's positive behavior. The child will be given a yellow warning slip.

Step 3: In case of no improvement in the misbehavior, the student will be suspended from the class for some specific time and will be made to sit at the Branch Head's office. Parents will be informed and the child will be given an orange warning slip.

Step 4: In case if there is yet repetition of the misconduct, the student will be suspended from the school for up to three days. Parents will be informed and the child will be given a red warning slip.

Step 5: Student is likely to be expelled if he/she:

- Purposely insults Islam
- Shows violence towards staff members or fellow students
- Is found guilty of a criminal offence
- Fails to observe the appropriate behaviour as mentioned above

All the policies mentioned in the guidebook are for the parents, so they are aware of any disciplinary action that school may take at the time of misconduct.

CYBER SAFETY POLICY

One of the cornerstones of our policies is a commitment to preventing and addressing bullying behaviours, be they onsite or online. Following are the guidelines which both students and parents are advised to observe in this matter:

- Electronic devices such as mobile phones, iPad, laptops are not allowed at the school without prior consent of parents and school management.
- AlHuda /AIS name, logo, staff names and pictures, student names and pictures cannot be used on any social media account like Facebook, Instagram, etc. Serious action will be taken against all such accounts if not shut/blocked immediately.
- Students should not answer abusive messages rather nor should they like, share, comment or share remarks on any account sharing indecent content.
- Save and report any abusive messages received from other AIS students.
- Students should not share personal details or contact information without the permission of a parent/guardian.
- Students are urged to be careful who they allow to become a friend online and think about what information they want to share.
- Students must protect their password and never share it with anyone while changing it regularly.
- Use of abusive language or replying to abusive e-mails should be avoided. Never reply to someone you do not know.
- Do not engage in a discussion that is against Islam or Pakistan. This can not only have serious consequences on your Iman but also your well-being as a citizen of Pakistan.
- The school will deal with cyberbullying in the same way as other forms of bullying.
- The school will deal with inappropriate use of technology in the same way as other types of inappropriate behaviour and sanctions will be given in line with the school's Behaviour Policy.
- Student/s involved in any such behaviour might face suspension/termination from school.
- It is vital that Parents/Guardians and the school work together to ensure that all pupils are aware of the serious consequences of getting involved in anything that might be seen as cyber-bullying.
- Parents/Guardians must play their role and take responsibility for monitoring their child's online life.

Parents/Guardians can help by making sure their child understands the school's policy. Parents/ Guardians should also explain to their children legal issues relating to cyber- bullying.

The right to take action against cyber bullying is reserved with the school even if the incident falls during holidays, inside or outside school.

RECORD KEEPING

The school will keep records of all disciplinary actions taken in the file of each student for referral at any time. Parents will be informed at all stages if a student is behaving in an unacceptable manner. Their help and cooperation will be sought in order to solve the problem and steer the student back onto the correct path.

REPORTING AN INCIDENT

In any instance, in which a student feels that he/she is a victim of bullying harassment, intimidation, bias behaviour etc. the child must immediately report to a staff member such as his/her teacher or the Section Head. The staff member will respond immediately and appropriately, to investigate and intervene, making every effort to provide the student with a practical, safe, confidential, and age-appropriate counselling. The school will investigate the incident and upon verification will follow up with the students involved in such unacceptable behaviours. Every effort will be made to ensure that all students feel secure and supported at all times.

Parents or guardians can also report an incident, preferably in writing, and submit it at the school reception or e-mail at the given email address (**info@aispk.org**). The school will follow through such reports and duly notify the parents.

Parent Code of Conduct

We believe that the Tarbiyah of the students is a shared responsibility of the community of which school staff, parents and guardians are an integral part of. They serve as role models for students and are expected to demonstrate and maintain high standards of moral conduct. The school has a shared vision, and we expect all the stakeholders to align and communicate that through their verbal, physical and written gestures at all times. School management is available at designated times to receive, solve, advise and look at concerns with impartiality and objectivity. It will not intervene in, mediate, or assume responsibility for resolving personal disputes, disagreements, or conflicts between families, unless such matters directly affect the wellbeing of students during school hours or within school premises.

If the conduct is violated by the parents, guardians and visitors, the school may take action as outlined in the guidebook. It is important to understand that ***disciplinary measures are directed at the parent's conduct, not the child.***

Unacceptable Behaviour on School Premises, Phone Calls or Social Media

The environment of school including its premises is a safe place for the students, staff, parents, and visitors.
The following behaviours are considered serious and unacceptable, and the school can take the steps outlined under if anyone displays the same or similar in nature:

- Roam in the premises without seeking prior permission.
- Not maintaining safe distance with students, staff, parents and other visitors.
- Approach any student, staff, or visitor in a confrontational manner or act in a violent, aggressive, or threatening manner on the premises.
- Raise voice, use verbal abuse of any kind or shout at any staff member during meetings or online classes, online messages, on premises or when discussing concerns with staff over the phone.
- Use derogatory language during any verbal communication and while posting comments on social media official forums that undermine the efforts of the school.
- Use any form of verbal or physical abuse on campus or during online classes **including the mentioned but not limited to** *aggressive hand gestures, pointing fingers or fist or a weapon, swearing, pushing, slapping, hitting, spitting, raising voice, giving threats, getting aggressive by bringing up personal matters against another person and expecting school to resolve it etc*

Consequences of Misconduct:

The school expects the parents to hold a decent conduct with their presence at premises, while engaging in any conversation with the staff, or any other guest or parent and while posting comments for the school where their children study, on its official pages.

The following immediate actions will be taken by the school management and there is zero tolerance against aggression and misbehavior as mentioned in detail above but not limited to it only :

1. If misconduct is over the phone the call will be transferred to the Coordinator or the Branch Head and a meeting in person will be called to discuss the concern.

2. You will be directed to leave the premises for that time.

3. In case of a social media comment it will be taken off / blocked.

The school will fully investigate the matter and prepare an ***Incident Report*** based on the evidence available. The consequences will be discussed with the senior management on which:

1. The parents will be called for an in-person meeting in the school or at the head office.
2. The complete incident will be discussed in full, with presence of both the parents and representative from senior management either present on campus or online.
3. A copy of the same will be filed in the student record.

First Incident

4. A formal warning letter will be issued to the parent/s involved mentioning complete details of the incident.
5. The parent/s may be barred from entering the premises and attending events for the stated time mentioned in the letter. The stated time can extend to a week/s or a complete term.

Repeated Misconduct

If the same behaviour continues despite warning or escalates in severity, the school may take further action:

6. Another warning letter will be issued, and the parents will be barred from entering the premises for a longer period.

7. In extreme and persistent cases, where a parent's behavior severely disrupts the school environment or poses a risk to the wellbeing of the community including students, other parents, guardians, guests and school staff, the school may consider termination of a student's enrollment.

Such a decision will be treated as an administrative necessity to safeguard the school community, and not as a punitive action against the student.

Appeal Policy

The school is very particular about fairness, transparency and right to be heard. Therefore, the parents or guardians have a right to appeal against any severe disciplinary decisions like termination of enrolment taken under this policy.

Step 1: Written Appeal – The parent must submit a written appeal within three working days of receiving a disciplinary decision, addressed to the Branch Head.

Step 2: Review Process – The Branch Head or the designated member of Senior Management will examine the appeal, review the incident report, read the student file and may request a meeting with the parent.

Step 3: Decision – A written response will be provided within five working days of receiving the appeal. The decision of the Senior Management will be considered final. The schools assure that all the decisions are made with fairness, transparency and without bias and in the best interest of the student and school community even when appeals are reconsidered.

DURING THE SCHOOL YEAR

DROP OFF AND PICK-UP PROCEDURES

Parking Lot Safety

- For your child's safety, your child should come out of the vehicle from the side facing the pavement/gate.
- If your child is in Montessori, an adult must escort him/her to the school gate and hand him/her over to the school officials.
- Students are not allowed to run on the school property, whether it be indoors or outdoors, other than in specified sports timings.
- While parking your vehicle, please make sure that you do not park in the 'No Parking' zone in front of the school gate, on the main road or at any place which may become a hindrance to others.
- Do not leave your child/children unattended inside the vehicle or the parking area.

Pick–up Authorization Requirements

The school issues two pick-up cards for each student at the beginning of the year. Anyone picking up your child is required to first show the pickup card at the gate. If, on any day, someone else has to pick up your child, you should try to give him/her the pick-up card so that it can be shown at the gate. If that is not possible, you must call to inform the school reception of the unexpected change in pick-up for that day.

We appreciate your cooperation in following these procedures, which have been enforced for the safety of your child and that of others. We take the safety and security of every student very seriously and there are no exceptions to these rules.

Note: *Lost pick-up cards will be replaced at a fine of Rs.500.*
You must inform the school immediately in case you lose the pick-up card.

Early Pick-Up

If at any day you want to pick up your child early, you must fill in the 'early pick-up slip' available at the school reception. The Front Desk Officer will then arrange for your child to come to the reception at the requested time. Please wait patiently at the reception or the school gate and *do not go to the child's class* yourself as this may cause unnecessary disturbance.

Late Pick-Up

Late pick-ups are strongly discouraged as that can be disturbing for the students and after a specified time no supervision may be provided by the school. The students will be supervised for 20 minutes after dismissal time after which ***a late pick up fine of Rs.100 per day will be applicable.*** You may register, at additional charges for **'after school care'** facility at the school reception for your child, if he/she has to be picked up late on a regular basis.

ATTENDANCE, TIMINGS AND ABSENCES

Late Arrival and Departure

Late arrivals and departures are discouraged not only because they cause disruption to on-going classes and school routines but also because the students themselves may miss out on important lessons at the beginning of the day. Please be informed that the 'latecomer policy' has been formulated to instill a sense of responsibility and punctuality within the students and to help them develop into conscientious, punctual and disciplined human beings.

Please refer to the School Timings given in this guidebook.

- If a student arrives late in the morning and goes late at pack up time, more than 3 times in a month, the school will take notice and call the parents. After 3rd time if the child is late again then the Tardy Policy fine will apply.
- Teachers will mark/underline late arrival with a red pen in the attendance registers.
- In Primary and Secondary Section, students should settle inside the school by 7:50 am, otherwise they will be considered tardy.
- If the student is tardy in excess of thirty (30) minutes, he/she will be marked ABSENT.
- If a student is picked up late by the parent by 30 min. more than thrice the tardy policy fine will apply.
- Students will not be able to appear in mid-year and end-of-year exams if their attendance is below 75% in Primary and Secondary Sections.

Policy for Tardy Behavior

The school assists parents in helping students to develop responsible attitudes and behavior. For this reason, one of the responsibilities of each student is to be in the school at the given time. Being tardy is irresponsible behavior in that it is disruptive to other students as well as the learning environment of the entire class.

1st Tardy- 1st Verbal warning given to the student and late arrival form will be filled.

2nd Tardy – 2nd Verbal warning to the student and late arrival form will be filled.

3rd Tardy - Written warning issued to the student (Printed notice).

4th Tardy - A Fine of Rs.100 will be charged in the voucher and the student may be sent back home.

Other Consequences

A strict disciplinary action will be taken by the school administration after the first four steps i.e. students will not be allowed to appear in term exams if attendance is below 75%.

Valid Student Absences

Student absences are highly discouraged as they affect students' performance and consistency in achieving their educational goals. Absences should only be due to a valid reason, such as illness, family emergencies or religious obligations such as the performance of Hajj or Umrah.

- In case of a planned leave of absence, you are required to submit a 'Leave Application Form' available in the Downloads section at the website and at the school Reception, giving details and reason for the leave at least week ahead. In case of an unexpected absence, you should submit the application on the day your child returns to school. Remember that you have to submit separate leave forms for each of your children in case you have more than one child going on leave.

- In case of unplanned leave, please call the school to inform about your child's absence for that day, specifying clearly the name and grade of your child.

- Absences due to illness for more than 3 consecutive days require a physician's note/medical certificate.

- If a student is absent for more than 10 days without written notification to the school, the school has the right to suspend him/her.

- A student, who has missed 15 or more days of school in a term, is considered 'excessively absent', which may result in failure to take exams in Primary/ Secondary sections or in a recommendation for retention in Montessori.

- If your child is going to be out of school for an extended time, you should notify the school immediately and you may be required to discuss its impact on your child's progress.

- In case of your child missing any of the term exams due to some genuine reason, average marks will be marked for that subject and the student will not be entitled for receiving high achiever's certificate for that subject.

DUHUR SALAH

Students of the Primary/Secondary sections perform *Dhur salah* in congregation each day. Boys take turns to proclaim the *iqama* and lead the prayers. You are expected to supervise and help your child learn to perform proper *wudu* and proper *salah* on regular basis at home as well.

EDUCATIONAL TRIPS

AIS conduct at least one educational trip each year. These trips are arranged according to the ages of students, and the School ensures students' safety at all times. These trips provide valuable experiences to students by exposing them to different environments.

EVENTS

Annual Day

On alternate years, AIS holds an 'Annual Day'. While the Annual Day performances allow students to exhibit their talents and develop their confidence, they also prove to be an ideal opportunity for parents to view their children's success and appreciate the hard work of the students and teachers alike. Alhamdulillah AIS Annual Days stand out among similar events by other schools, as the focus is not just entertainment but on learning in a unique and engaging manner, which proves to be both inspiring and entertaining too. All parents are invited to attend this much-awaited event in which each and every student of the School participates.

AlHuda Islamic Exhibition (AIEx)

On alternate years AlHuda International School hosts the AlHuda Islamic Exhibition. The intention behind holding such an event is to provide a platform for our youth to effectively experience and explore the joys and applications of discovery through active learning while incorporating Islamic teachings. AIEx consists of competitions and projects and with a different and exciting theme each time.

CUSTODY

Noncustodial parents retain full parental rights unless these are limited by a court document, which must be filed with the School. A student will be released to either parent, unless a court document limiting parental rights is filed with the School.

STUDENT RECORDS

As a parent, you have the right to review your child's academic records. In order to do so, you are advised to attend all PTCs and any extra meeting that you are called for. The first report card is issued free of cost; thereafter, each copy of the report card will be charged at Rs.500. If you need a copy, please submit a written request at the School reception.

WITHDRAWALS

Parents of enrolled students reserve the right to withdraw their child during the School year. Before leaving the School, the student must return library books and any School property he/she may have borrowed from the School. It is important that the parents give at least one month's notice of withdrawal to the School, failure to do which, will result in the parents having to pay a month's fee.

ACADEMICS

ACADEMICS ASSESSMENT AND GRADING

The academic session at the school runs from April till April. There are two terms in a year. For more information about assessments and tests please see the Academic Calendar posted on our official website.

Procedures have been developed to formalize the entire process of assessment and grading. This may vary slightly according to the grade of the student. In general, the assessment practices and promotes independent learning by identifying areas of improvement along with the strengths of each student in a manner that is understandable to the student. This enables the student to reflect upon his/her progress and set future targets. AIS has formulated curriculum documents that entail comprehensive details what the students should know, be able to do, understand (facts, concepts, subject skills, learning skills and values) and what and how they will be assessed on.

Subject-wise Areas of Assessment are:

Subject	Area of Assessment
Qur'an - Recitation and Memorization	1. Recitation
	2. Tajweed
	3. Hifz (memorization)
Islamiyat	1.Knowledge
	2. Understanding
	3. Application
	4. Orals and Homework
	5. Parent Homework
Languages (English, Urdu and Arabic)	1.Listening
	2. Speaking
	3. Reading
	4. Writing
	5 Handwriting
	6 Creative Writing
	7 Comprehension
	8 Spelling
	9 Grammar
Mathematics	1. Understanding
	2. Application
	3. Mental Maths
	4. Homework
Science and General Knowledge	1. Understanding
	2. Application
	3. Scientific Approach

	4. Diagrams (Drawing and Labelling)
	5. Project Work
Information and Communication Technology	1. Understanding
	2. Application
	3. Project Work
Robotics / Arts	1. Creativity
	2. Application
Physical Education	1. Health & Fitness 2. Sportsman Spirit
Life Skills	1. Level of Skill attained 2. Orderly way of thinking

Refer to the following website for details of Matric and FSC syllabus and grading criteria set by the Federal Government: ***https://fbise.edu.pk/***

In addition to the above, students will be encouraged for creativity, critical thinking, communication skills, and collaboration.

Continuous Assessment

The students' academic progress is systematically monitored by their class teachers, subject teachers and the Section Head through close observation as well as through the assessment of class work, quizzes, tests, oral assessments, class participation and projects throughout the year. A combination of formative and summative class assessment is used systematically to monitor our students' progress and to guide them accordingly for further improvement. In each term parent-teacher conferences are held in which the teachers discuss with parents their child's progress with regards to his/her application and mastery of skills and concepts.

End of Term Tests – Primary/Secondary Section

Our academic session consists of two terms. The session begins from April and ends in April. The End of Term Tests schedules are in the school calendar on the website. The grading and assessment system is one that is made comprehensible for the students and parents to reflect upon the child's progress and set future targets.

Grade I

1. There are no **End Term Tests** for Term 1 and Term 2 in Grade I.
2. Grade I will continue with continuous assessment system **Formative + Summative assessments** in all the terms for all the subjects.
3. There will be an End of Unit / Chapter test to ensure students are making the right progress.
4. Students will be assessed during their teaching lessons.

Grade II to VII

1. Each Term Test is conducted for the syllabus covered in that particular term.
2. There will be an End of Unit Assessment after every Unit / Chapter for all the subjects and a Grand Test in the middle of the term.
3. For Grade II to VII there will be scheduled End Term Tests for all the subjects at the end of Term 1 and Term 2.

Grade VIII - XII

1. There will be two terms for Grade VIII - XII students.
2. There will be formal Unit tests at the end of every unit and month and Grand Tests in the middle of the term
3. Regular feedback to the students will be provided and remedial will be arranged from the beginning of the session.
4. There will be an **End Term Test** for every subject.
5. The End Term Test papers will follow same pattern as SSC-I , SSC-II and FSC /ICS.
6. The teachers ensure past paper practice to the students appearing for board examinations.
7. There will be one Mock for Grade IX - XI students the result of which with determine their registration to SCC-I , SCC-II and FSC / ICS
8. There will be one Prep Test towards the end of the year for Grade IX - XII students.

MATRIC and FSC/ICS (GRADE IX-XII) EXAMINATION AND ASSESSMENT INFORMATION

Matric course usually takes three years to complete and exams are taken at the end of that period. The FSC/ICS takes one complete year. The session runs from April and ends in April.. Matric and FSC/ICS Exams are held in March and April and 2nd Annual in October - November each year with results issued in July - August respectively. The timeline and the subjects offered at AIS in Matric and FSC/ICS are presented in the following table:

Age Group/Entry Levels		
Average Age at the beginning of Academic Year	**Class**	**Equivalent To**
13 years	Pre-Matric	VIII
14 years	SSC-I	IX
15 years	SSC-II	X
16 years	HSSC – I	XI
17 years	HSSC – II	XII

Subjects Offered in Matric Program	
Pre-Medical Combination	**Computer Science Combination**
Biology	Computer Science
Physics	Physics
Chemistry	Chemistry

Compulsory Subjects for Pakistan Nationals					
English	Mathematics	Urdu	Islamiyat	Pak. Studies	Tarjumat ul Quran

Subjects Offered at FSC and ICS				
Pre-Medical Combination FSC	**Computer Science ICS**	**Pre-Engineering (FSc)**	**Compulsory Subjects for all the Groups**	
Biology	Computer Science	Mathematics	English	Mathematics
Physics	Physics	Chemistry	Urdu	Islamiyat
Chemistry	Mathematics	Physics	Tarjumat ul Quran	

- Quran Tranalation and Tafsir, Quran Recitation and Memorization and Moral Education are compulsory subjects for the Secondary program.

- School will hold Mock exams for the subjects in which the students are appearing for the Final Matric exams.

- A student will not be allowed to appear for Matric if he/she does not show the required expected performance in Matric mock exams. School reserves the right for this decision.

- 65% marks in Quran Translation and Tafseer subjects is mandatory for eligibility to admission along with Mock results.

GRADING- MONTESSORI SECTION

Grades are given to Montessori students to document application and mastery of skills and concepts. The following grading scale is used to describe students' progress in all areas:

A	Always	Child is working confidently and independently
M	Mostly	Child frequently shows expected growth
S	Sometimes	Child occasionally shows expected growth
R	Requires Assistance	Child requires additional assistance

The evaluation of students' progress is a continuous process that involves close observations of child's behaviour, his/her performance/involvement in various class activities and through other means of assessments. The final evaluation is recorded in the report card according to the above grading scale.

GRADING- PRIMARY/SECONDARY SECTION

At the end of each academic year, the **consolidated result** in the form of the report card will take the following format:

Marks Distribution – Grades I to VIII

Examination		Consolidated Total	Percentage
1st Term	2nd Term		

*The allocation of Assessment and Examination marks varies according to the subject and grade (see appendix).

These results will become the basis for:

- Recommending promotions
- Subject positions

Certificates are awarded to high achievers in each subject as well as for other curricular and co-curricular activities.

PROMOTION OF STUDENTS AND PASS PERCENTAGE POLICY*– PRIMARY/SECONDARY SECTION

S. No.	Subject	Pass Percentage Policy
1	English	50%
2	Urdu	50%
3	Arabic	50%
4	Math	50%
5	Science	45%
6	Biology	50%
7	Chemistry / Business Studies	50%
8	Physics / Accounting	50%
9	Islamic Education / Islamiyat	50%
10	Quran Recitation and Memorization	50%
11	Quran Translation and Tafseer	65%
12	General Knowledge	45%
13	Pak Studies	50%
14	Information & Communication Technology	50%

- From Grade I – VII, core subjects are as follows: Islamic Studies, Qur'an - Recitation and Memorization, Qur'an – Translation and Tafsir, English, Arabic and Mathematics.

- The student will not be promoted to the next class if he/she fails in any two core subjects in the annual performance report.

- All the subjects of Grade VIII are considered core. The students must pass all the subjects to be promoted to the next grade.

- The students will be given a chance to reappear for the exam for the failed subjects.

- Conditional promotions with undertaking are not given to the students.

* School reserves the right of promotion or retention.

Missed End Term Test

- If a student misses an End Term Test or Mock Exam, due to a valid medical reason he/she may appear for the missed paper in the same week to be eligible for promotion/ board registration.
- Parents must schedule planned holidays and trips keeping track of the exam dates that are published at the beginning of the academic year. The calendar is published on our official website.
- In case the student fails to appear for the End Term Test or Mock Exam in the same week, absent will be marked for that paper in that Term's report. This may affect promotion/ board registration.
- The tests are only rescheduled for those students who have provided the school with a medical certificate and have already discussed the rescheduling else an absent will be marked.
- Students who miss out on the end term tests on the scheduled date will not be entitled for the award certificate for that particular subject.
- Students are shown their marked exam papers so that they can appreciate their success and learn from their mistakes.

DOUBLE PROMOTIONS

On rare occasions, the School may observe that a student has capabilities to skip a grade and perform just as well. This will be discussed with parents, and the student will be promoted ahead with the parents' consent.

If a parent feels that his/her child is exceptional and recommends a promotion, he/she may discuss this with the class teacher and Section Head. The School will evaluate the student's age, abilities and requirements of the next level and will decide accordingly. The School reserves the right for this decision.

HIGH ACHIEVERS

The School believes in positive motivation and hence high achievers awards are given:

- Students excelling in subject performance receive 'High Achievers' Subject certificates.
- Students with 100 % attendance receive the 'Certificate of Attendance'.
- Students with best behaviour and morals receive the 'Certificate of Conduct'.
- Students showing excellence in academics as well as co-curricular activities receive the 'Certificate of Over-all best performance / All-rounder'.

HOMEWORK

Homework is a regular feature in all grades except Junior Montessori. Parents are requested to check and sign their child's diary on a daily basis and send it back with their child every day. Students who do their homework on a regular basis are likely to perform better in class as compared to those who don't.

Homework is given keeping in mind the requirements and abilities of an average student. The following table indicates the homework given and approximate time required that should be spent on each task by the student.

MONTESSORI	Average Number of HW Assignments on Weekdays	Average Number of HW Assignments on Weekends
Junior Montessori	No written HW	-
Senior Montessori	**WEEKLY:** 3 written HW (20 min) 1 activity based HW (15 min)	Arabic & Islamic Studies HW (15 min each)
Advance Montessori	**DAILY:** 1 HW (25 min)	2 H.W (25 min. each)

PRIMARY	Average Number of Daily Homework Assignments	Estimated Time to be Spent on Each Assignment
I	3 assignments	20 min each
II	4 assignments	20 min each
III	4 assignments	20 min each
IV	4 assignments	30 min each

SECONDARY	Average Number of Daily Homework Assignments	Estimated Time to be Spent on Each Assignment
V	4 assignments	30 min each
VI	4 assignments	30 min each
VII	4 assignments	40 min each
VIII	Minimum of 4 assignments	40 min
IX	Minimum of 4 assignments	40 min
X	Minimum of 4 assignments	40 min

Note:

- *The estimated time may vary as per need and abilities of the student.
- Parents should also ensure that the child reads for at least 15 minutes each day. And does daily practice of Nazra Qur'an in order to develop the habit of regular Qur'an recitation.
- At Secondary level, the student is expected to be responsible enough to be able to estimate and understand the study time required by him/her for excelling in academics.

INSTRUCTIONAL TECHNOLOGY

In this age of science and technology, AIS is embracing the use of technical advancements to enhance the teaching and learning experience of our students. Technologies such as smart boards, projectors, computers and internet are used in order to increase opportunities for students to learn, to be able to use latest resources and for extracting appropriate and beneficial information. Students are also taught to present this information effectively. The students will be guided on copyright, privacy, and security issues and will be made aware of their responsibility to honour them. Misuse of technology may lead to disciplinary action by the School.

SPECIAL ACADEMIC PROGRAMS

Reading Program

The Reading Program is an exceptional, individually administered assessment of a student's reading ability which supplements students in class literacy learning. Beginning from the Montessori Level, the Reading Program helps students reach and maintain the required fluency level in English. Students are assessed weekly from their current 'levelled reader'. Once they have mastered their 'reader', they are moved on to the next one. A Reading teacher conducts one to one sessions with the students. Students are given incentives for successfully reaching targets of each level. InshaAllah this program will extend to cater to all three languages taught in the School.

Remedial Program

It is the School's aim to ensure that all students learn, work and perform to their full potential. Through continuous and careful observation, areas that need improvement are identified and then teachers work towards overcoming them with the students on one to one basis. This may happen during or after class timings. If your child is in the remedial program, the teacher will inform you with the detail of the areas of concern. You are requested to cooperate with the teacher and support your child at home in order to bring him/her up to the standard of the class.

CO-CURRICULAR ACTIVITIES

Co-curricular activities are a regular feature of the School in which all students are encouraged to participate. These activities help students develop all rounded personalities. Some of the co-curricular activities are:

Competitions: There are a number of competitions held at AIS throughout the academic year including Qira'at competition, Seerah Quizzes, Speech/Debate Competitions, Poetry Competitions, International Language, Math and Science Competitions, Arts & Craft Contests, Spelling Bee and Sports Competitions. Student selection is based on merit and the decision of the judges is considered final. Violation of competition rules by a student may result in disciplinary action and/or expulsion of the student from participating in future competitions.

Annual Games: Annual Games are a regular feature of the school year which give all the students the opportunity to showcase and develop their skills and character traits such as good sportsmanship and teamwork.

Fund Raisers: Campaigns to raise funds are only held by an official notification of the School for a charitable cause. Details are communicated to parents as required.

Educational Visits: Arranged every once a year, these trips help encourage the students. They help encourage students to explore and learn from practical life interactions and practice appropriate behaviour in public. Students are taken to farms, parks, museums etc. If you have a suggestion for your child's educational visit, please share your ideas with the School.

Guest Speaker Sessions are often arranged on campus so that students may learn from professionals from 'all walks of life'.

Language and Art Festival The festival opens many categories for the students so that all the students can participate in their areas of interest and no child is left out.

SUMMER CAMP

The AIS Summer camp is a regular feature of the School. This is an optional program for AIS students and is also open to other children. The one month camp, conducted during the summer vacations, aims to instill practical skills in children in a fun-filled & Islamic environment.

Theme based summer camp is offered every year and basic highlights of the camp are Tajweed, Surah understanding & Memorization, Science & Mathematics, Communication Skills, Islamic Stories & Documentaries, educational trips, seminars and Sports such as Swimming, Horse-back Riding, Hiking and Taekwondo etc

OTHER INFORMATION

REQUEST TO WITHHOLD STUDENT INFORMATION

In general, student information may be shared with both parents. However, the legal custodian of the child has the right to request that the student's information be withheld from any other party.

AIS WEBSITE

Visit AlHuda International School's official website *(www.aispk.org)* to know more about your child's School.

POLICY REGARDING BELONGINGS

Students are not allowed to bring toys, mobiles, cameras, weapons, sharp tools, currencies, expensive belongings etc. If any such belongings are found with the student at the School, they will be confiscated.

GIFT POLICY

The School maintains a policy in which gifts must not be given to any staff member. No gifts are accepted.

BIRTHDAY & OTHER NON-ISLAMIC FESTIVALS POLICY

AIS does not celebrate or allow the celebration of birthdays or any other non-Islamic days/festivals on campus. Inviting other students to any such events is also not allowed within the school premises. There will be no exceptions to this rule.

LOST AND FOUND

If your child has lost something, please notify the teacher by sending her a note in your child's diary. If the item is still not located, you may have to look for your child's belonging in the lost and found box placed at the School reception. The School will try its best to find your child's belonging but cannot be held responsible for it. To avoid such incidents, please make sure that all your child's belongings are properly tagged.

MEDIA PHOTOGRAPHY, VIDEOGRAPHY AND MEDIA COVERAGE CONSENT

Media coverage and promotion is handled by the Public Relations (PR) department at the AIS Head Office,Islamabad. This includes photography, videography and sound recording at all AIS branches.

To support our educational aims and to highlight activities and events of the school, we share images and videos on our school website and official social media forums such as Facebook and Instagram. Photography and Videography at school also takes place for training purposes. Also special events are given media coverage by external sources.

All resources including photographs or videos of students are the property of AlHuda International School and can only be used for internal training of the school staff; such resource cannot be used on unauthorized forums or to promote ideas contrary to the School Vision and Mission.

However with the global increase of child protection concerns regarding photography and videography, AIS have stringently put appropriate measures in place to ensure that our staff and students are safe and secure at all times. Photography and videography is handled by the authorized staff members of AIS ensuring all the protocols are followed which in no way compromises the security, appropriateness and modesty of our students and are in no way clashes with the athetentic rulings of Islam.

Photo and Media Opt-Out Form

The parents can sign off a Media Consent form to opt out if they do not want their child's picture, video or sound recording to be uploaded or have a media coverage during school events and activities.

This includes coverage by both the *staff and external* photographers and videographers.

The form is attached at the end of the Parent's guidebook and should be filled and sent on the first day of the school to ensure compliance.

GUIDE FOR STUDENTS

STUDENTS' RESPONSIBILITIES

- Abide by the 'Behaviour Guidelines' at all times.
- Always work to the best of your ability.
- Complete your homework.
- Organize your bag every night.
- Discuss with your teacher if you are unclear about something.
- Communicate any problems you may face, with your teacher as well as your parents.
- Arrive at School on time.
- Respect the ideas, rights and property of others.
- Do not use or borrow the belongings of another without permission.
- Respect your teachers, the staff and management of the School.
- Never indulge in plagiarism whether in class or at home.
- Pray to Allah (SWT) with sincerity, especially with the Qur'anic and *Masnoon Duas*.

BEHAVIOUR GUIDELINES

- Keep on the right hand side of the stairs.
- Greet everyone you come across with a smile and *Salaam*.
- Always remain in a line and wait patiently for your turn.
- Do not push or hurt anyone in any way.
- Speak politely to everyone; students as well as staff.
- Protect School property and other students' belongings.
- Do not act unkindly towards any other student by hitting or speaking unpleasantly.
- Keep the School clean; put trash in the trashcan.
- Do not place yourself or others in danger in any way.

AlHuda International School

PARENTS' GUIDEBOOK SIGN OFF

I acknowledge that I have read AIS Parents' Guidebook. I understand that the guidebook contains School policies, guidelines, codes of conduct, and general information that my child and I may need to refer to during the academic year. I, along with my child agree to abide by the School policies and procedures including ALL information provided in this guidebook.

_____	_____	_____
Name of Student	**Grade & Section**	**Campus**

_____	_____
Signature of Father/Guardian	**Signature of Mother**

_____	_____
Date	**Date**

PLEASE SIGN AND RETURN TO YOUR CHILD'S TEACHER ON THE FIRST DAY OF SCHOOL.

AlHuda International School

Student Media Opt-Out Consent

Instructions: Please complete the Opt-Out Form only if you do not want your child in any media coverage. Kindly sign and return the form by attaching it in your child's diary on first day of the school.

STUDENT PHOTOGRAPHS, VIDEOS, AND/OR SOUND RECORDINGS OPT- OUT

A parent may withhold permission to have their child photographed, videotaped, and/or audiotaped during school activities and events. As a parent or guardian of the student _____, I understand that if I opt-out, my child will not be included in pictures taken by authorized school members, students, or anyone outside the school, including media coverage, nor will my child's picture be part of a school's website, social media and training videos.

Note: This does not include videotaping by security cameras in school.

If you do not want your child to be photographed, videotaped and/or audiotaped, please check the box below and sign:

☐ **DO NOT** allow my child to be photographed, videotaped and/or audiotaped during school activities and events.

Please Print this form.

Name of Child_____Grade _____

Address _____

City _____

Phone Number _____

Signature of Parent /Guardian _____ Date _____

اَللّٰهُمَّ اجْعَلْ فِيْ قَلْبِيْ نُوْرًا وَّفِيْ بَصَرِيْ نُوْرًا وَّفِيْ سَمْعِيْ نُوْرًا وَّعَنْ يَّمِيْنِيْ نُوْرًا وَّعَنْ يَّسَارِيْ نُوْرًا وَّفَوْقِيْ نُوْرًا وَّتَحْتِيْ نُوْرًا وَّاَمَامِيْ نُوْرًا وَّخَلْفِيْ نُوْرًا وَّاجْعَلْ لِّيْ نُوْرًا وَّفِيْ لِسَانِيْ نُوْرًا وَّعَصَبِيْ نُوْرًا وَّلَحْمِيْ نُوْرًا وَّدَمِيْ نُوْرًا وَّشَعْرِيْ نُوْرًا وَّبَشَرِيْ نُوْرًا وَّاجْعَلْ فِيْ نَفْسِيْ نُوْرًا وَّاَعْظِمْ لِيْ نُوْرًا اَللّٰهُمَّ اَعْطِنِيْ نُوْرًا. [مشكوة المصابيح 1195]

O Allah, put light in my heart, light in my sight and light in my hearing, light to my right and light to my left, light above me and light below me, light before me and light behind me, let there be light for me, light in my tongue, light in my muscles, light in my flesh, light in my blood, light in my hair, light in my body, light in my soul and intensify the light for me. O Allah, bestow me with light.

INVOCATIONS FOR RIGHTEOUS CHILDREN

رَبِّ اجْعَلْنِي مُقِيمَ الصَّلَاةِ وَمِن ذُرِّيَّتِي رَبَّنَا وَتَقَبَّلْ دُعَاءِ رَبَّنَا اغْفِرْ لِي وَلِوَالِدَيَّ وَلِلْمُؤْمِنِينَ يَوْمَ يَقُومُ الْحِسَابُ۔ سُورَةُ إِبْرَاهِيمَ 40-41

My Lord, make me an establisher of prayer, and [many] from my descendants.
Our Lord, and accept my supplication. Our Lord, forgive me and my parents and the believers the Day the account is established.

رَبَّنَا هَبْ لَنَا مِنْ أَزْوَاجِنَا وَذُرِّيَّاتِنَا قُرَّةَ أَعْيُنٍ وَاجْعَلْنَا لِلْمُتَّقِينَ إِمَامًا۔ سُورَةُ الفُرْقَان - 74

Our Lord, grant us from among our wives and offspring comfort to our eyes and make us an example for the righteous.

FINAL REMARKS

This document is meant as a guide to help answers questions you may have about the AIS School and to guide you through your time with us. If you have further questions or would like to discuss the content of this document, please visit ***www.aispk.org/faqs/*** for frequently asked questions.

For more information or to schedule an appointment, you may call at AIS reception or email us at *info@aispk.org*

If you would like to support us please download ***'Volunteer Form'*** from the Download section of the website, and submit at the AIS Reception.

H-11 Campus, Islamabad
Address: A.K Brohi Road
H-11/4, Islamabad
Telephone:+92(51)8357396-7

F-8 Campus,Islamabad
Address:58,Nazimuddin Road
F-8/4, Islamabad
Telephone:+92(51)2287845-8

CBR Campus,Islamabad
788/A, Block-C,Phase 1
Near Raazi Hospital,CBR Town, Islamabad
Telephone:+92(321)5535761
+92 (300) 0500758

Peshawar Campus
Address: 19, Chinar Road
University Town, Peshawar
Telephone:+92(91)5701531-2
+ 92 (300) 8177768

Faisalabad Campus
Address:Sheikhupura Road
Near Blue Star
PSO Pump and Faisal Garden,FSD
Telephone: +92(41)8757511-2
+92 (309) 8881850

DHA Campus, Karachi
Address:59-G
Khayaban-e-Shahbaz
Phase VI, DHA, Karachi
Telephone:+92(21)35171131-3

Sialkot Campus
Address: Rahimpur Khichian, Opposite Makkah Tile Center,Gondal Road, Sialkot, Pakistan
Telephone: +92 (309) 8881043

Clifton Campus, Karachi Plot D 204, Block 5 Clifton, Karachi, Pakistan
Telephone: + 92 (21) 35148085