

PROSPECTUS



فقط مستثنیٰ کردار

-an Institution of Shaheen Foundation (PAF)

FAZAIA EDUCATION SYSTEM SCHOOL



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Our Crest

The FESS crest depicts a quill pen  in front of the rising sun and sun rays. The pen symbolizes the gaining of knowledge. The sun  and rays from the sun depict enlightenment and wisdom gained as a result of gaining knowledge. With our crest we convey the idea that it is only on the attainment of beneficial Knowledge that students can gain the wisdom and enlightenment which helps them to identify their own self-worth

Our Motto

The FESS motto **فقط مستی کردار** is based on a verse Allama Muhammad Iqbal famous poem "Islam Aur Mauslaman" present in his book 'Baal-e-Jibreel'. In it, he stresses the importance of strength of character being the primary quality that identifies a person of quality and raises him in ranks from all

صوفی کی سرپرست میں فقط مستی احوال
ملائی شریعت میں فقط مستی گفتار
شاعری نوا سردہ وافر وہ دے ذوق
انکار میں سرسوت، زخا امیدہ زہ سیدار
وہ سرد مجھ پر نظر آتا نہیں مجھ کو
ہو جس کے رگ و پے میں فقط مستی کردار

Our Logo

"FESS" essentially stands for 'Fazaia Education System School'. The school has been named so in order to stress that it is focused on the development of a well- rounded system of education containing all essential ingredients that contribute to the making of productive members of society.



OUR VISION

فقط مستثنی کردار

“NATION DEVELOPMENT THROUGH CHARACTER BUILDING
AND QUALITY EDUCATION”

OUR MISSION

To deliver holistic education to our students for their radiant future by setting progressive trends of competition in all walks of life, by ensuring the grooming of the youth, helping them in their struggle for updated future options that will contribute and lead to gradual individual, social and national development.

AIMS & OBJECTIVES

- ✍ To Involve our students in such learning activities that help in building their characters.
- ✍ To help them learn how to lead and work in a team by giving them opportunities to experience their skills and knowledge.
- ✍ To make them realize and practice compassion, tolerance and respect for others while struggling for self-discipline in academic and sports
- ✍ To engage them in healthy competitions and help them enhancing.

CORE VALUES

Character Building, Team Work, Love for Learning, Innovation and Creativity.

The background of the page features a faded, light-colored image of a large, multi-story school building with many windows and a central entrance. The building is set against a light green background.

Table of Contents

Message By Managing Director	01
Principal Message	03
Introduction	07
School Library	10
Laboratories	12
Activity Room	16
Events & Functions	18
Structure of School	20
Academic Curriculum	21
Fee & Subscription, Security Fee Refund Duration	26
Admission Policy	31
Academic Year & Session, Co-Curricular Activities	34
Parent Teacher Meeting, Sports	35
Events & Function Pictures	39

Message by Managing Director



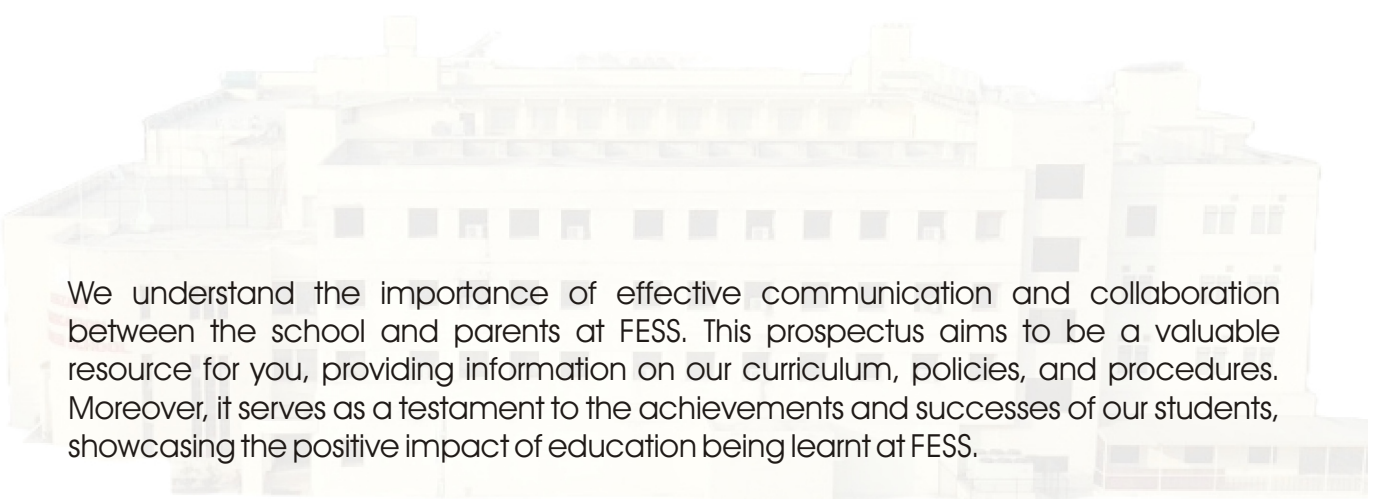
It is with great pleasure and enthusiasm that I welcome you to the latest edition of our school prospectus. As we embark on another academic year filled with promise and potential, I am delighted to share with you the essence of our institution through this comprehensive document.

At FESS, we are committed to fostering an environment that promotes holistic development, academic excellence, and the nurturing of values that prepare our students for the challenges of the future.

.This prospectus serves as a window into the vibrant and dynamic life of our school, providing you with valuable insights into our vision, mission, and the myriad opportunities we offer for your child's growth.

Our dedicated team of educators, administrative staff, and support personnel work tirelessly to create an atmosphere that encourages curiosity, creativity, and critical thinking. As you peruse through the pages of this prospectus, you will discover the rich tapestry of academic programs, extracurricular activities, and support services that contribute to a well-rounded education for our students.

In addition to our unwavering commitment to academic excellence, we take pride in our inclusive and diverse community. Our school is a colorful pot of cultures, ideas, and talents: Through various initiatives and events, we strive to instill values of empathy, tolerance, and global citizenship in our students.



We understand the importance of effective communication and collaboration between the school and parents at FESS. This prospectus aims to be a valuable resource for you, providing information on our curriculum, policies, and procedures. Moreover, it serves as a testament to the achievements and successes of our students, showcasing the positive impact of education being learnt at FESS.

As we look to the future, we remain steadfast in our commitment to continuous improvement and innovation. We aspire to provide an education that not only prepares students for academic success but also equips them with the skills and values necessary to navigate an ever-changing world.

I extend my heartfelt gratitude to all parents, students, and staff for their unwavering support and dedication to our school community. Together, we can create an educational journey that inspires, challenges, and empowers our students to reach their full potential.

Thank you for entrusting us with the privilege of nurturing your child's academic and personal development.

Warm Regards

Principal Message




Dear Parents, Guardians, Students, and Well-Wishers,

Warm Welcome to (FAZAIA EDUCATION SYSTEM SCHOOL) As the Principal of FESS., I am honored to share with you the essence of our educational philosophy and the exciting journey that awaits your child within our academic community.

At FESS, we believe in providing an educational experience that goes beyond textbooks and classrooms. Our commitment extends to nurturing not just academic excellence, but also character, resilience, and a sense of responsibility. This prospectus serves as a guide, offering you a glimpse into the diverse and enriching opportunities that define the learning environment at our esteemed institution.

FESS is passionate about fostering an atmosphere of curiosity, creativity, and critical thinking. We understand the importance of equipping all FESSIANS with not only knowledge but also the skills and values that will empower them to thrive in an ever-evolving world, leading to success in all walks of life.

Within the pages of this prospectus, you will find comprehensive information about our academic programs, extracurricular activities, and support systems.



Our school is more than just a place of learning; it is a community that values diversity, inclusivity, and mutual respect. We strive to create an environment where students feel safe, supported, and inspired to explore their full potential. Through a range of events, projects, and initiatives, we encourage students to develop a sense of responsibility to themselves, their peers, and the wider community.

Communication and collaboration between the school and parents are essential for the holistic development of our students. This prospectus aims to be a valuable resource, offering insights into our educational approach, policies, and the various avenues for parental involvement.

As we embark on another academic year, I am confident that together, we can continue to nurture an environment where every student can flourish. I express my gratitude to our dedicated staff, supportive parents, and talented students for making FESS a vibrant and thriving educational community.

Thank you for entrusting us with the privilege of shaping the educational journey of your child. I look forward to a year filled with growth, discovery, and success.

We are proud to say that studying at FESS will be hallmark of your ward's groomed and confident growth.

Wish your ward a safe voyage to the world of knowledge and practice!



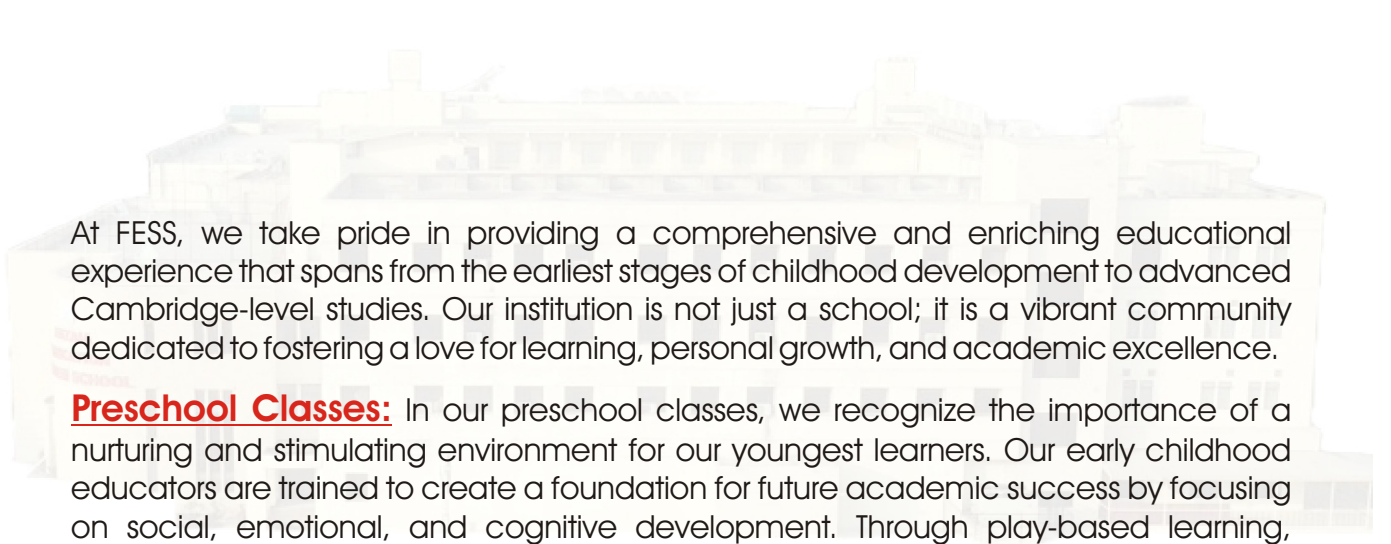
Introduction

Welcome to FESS, Where Every Child's Potential is Nurtured and Excellence is Achieved!

Fazaia Education System School is an exclusive educational setup launched by Shaheen Foundation, Pakistan Air Force with the aim of establishing a system of schools that are tailored to meet the ever-increasing demand for high quality education. The school has its own dedicated campus situated at the foot of the Margalla Hills, with its lush playground, within the secure environment of PAF Complex, E-9 Sector, Islamabad.

Our goal is to prepare the future generation to confidently face the challenges of the present times. It is also to inculcate moral values in our children alongside formal training in various academic disciplines.

The Academic program embodies the school's core values and is designed to engage students through cultural and scientific exploration from around the world. The program takes into consideration the needs of students from all backgrounds keeping in mind the school's ethos and objectives as well. This adaptation of the curriculum allows us to cater to a diverse range of learners. At FESS, students gain exposure to a broad spectrum of thought. They get a chance to develop their intellectual curiosity and to channel this curiosity by thinking and learning independently as well as through collaboration with their peers. The school aims to empower students and teachers alike through development of thinking & self-reflection skills as well as development of teamwork in a culture that promotes curiosity, humility, and community.

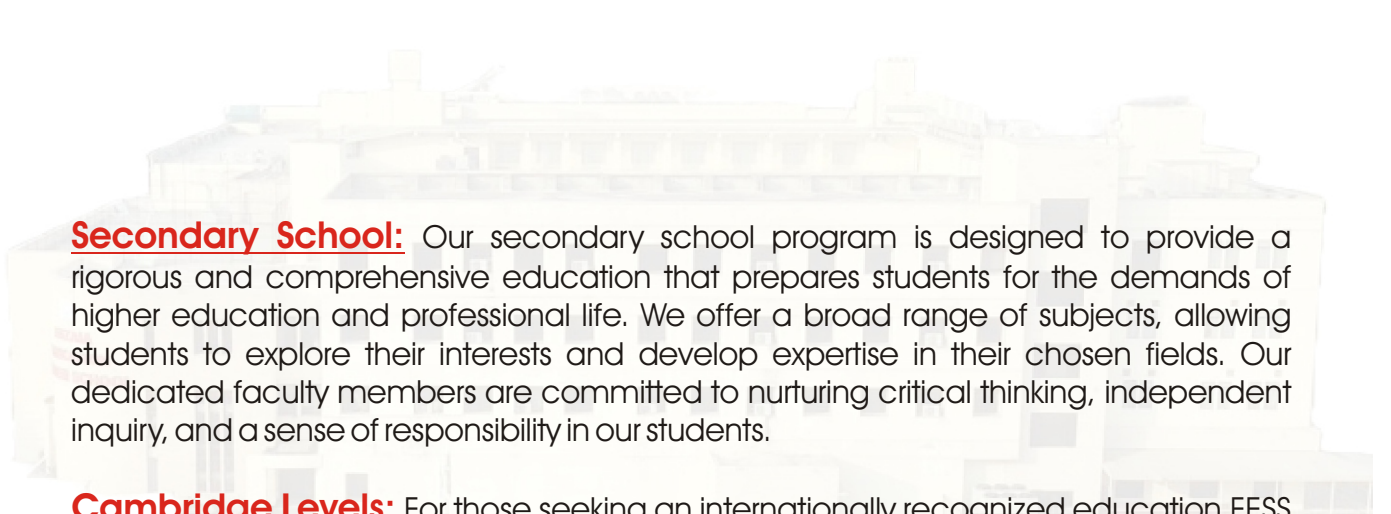


At FESS, we take pride in providing a comprehensive and enriching educational experience that spans from the earliest stages of childhood development to advanced Cambridge-level studies. Our institution is not just a school; it is a vibrant community dedicated to fostering a love for learning, personal growth, and academic excellence.

Preschool Classes: In our preschool classes, we recognize the importance of a nurturing and stimulating environment for our youngest learners. Our early childhood educators are trained to create a foundation for future academic success by focusing on social, emotional, and cognitive development. Through play-based learning, interactive activities, and a curriculum tailored for young minds, we set the stage for a lifetime of curiosity and discovery.

Junior School: As students transition to the junior school, our focus expands to providing a well-rounded education that encourages curiosity and instills a love for knowledge. Our dedicated teachers guide students through a dynamic curriculum that encompasses core subjects, arts, physical education, and character development. We believe in fostering a positive and supportive atmosphere where every child feels valued and encouraged to explore their unique talents.

Senior School: In the senior school, students experience a more specialized and challenging academic environment. Our goal is to prepare them for the complexities of higher education and the broader world beyond. Through a diverse range of subjects, extracurricular activities, and leadership opportunities, we aim to equip our students with the skills, knowledge, and character traits necessary for success in their future endeavors.



Secondary School: Our secondary school program is designed to provide a rigorous and comprehensive education that prepares students for the demands of higher education and professional life. We offer a broad range of subjects, allowing students to explore their interests and develop expertise in their chosen fields. Our dedicated faculty members are committed to nurturing critical thinking, independent inquiry, and a sense of responsibility in our students.

Cambridge Levels: For those seeking an internationally recognized education, FESS is proud to offer Cambridge International Examinations at various levels. The Cambridge curriculum is renowned for its academic rigor and global recognition, preparing students for success in an increasingly interconnected world.

At FESS, we believe in the holistic development of each student.. Our commitment to academic excellence is complemented by a focus on character development, leadership skills, and a sense of social responsibility. We invite you to join our vibrant community, where every child is valued, supported, and empowered to reach their full potential.

Welcome to FESS, where learning is an exciting journey, and success is a shared destination.



School Library:

Our school library is more than just a collection of books; it is a hub of inspiration, exploration, and lifelong learning. As the heart of our academic community, the library plays a crucial role in supporting and enriching the educational experience of our students.

Key Features of FESS Library:

Diverse Collection: Our library boasts a rich and diverse collection of books, spanning various genres, subjects, and reading levels. From classic literature to contemporary works, reference materials to fiction, we strive to cater to the varied interests and academic needs of our students.

Technology Integration: Embracing the digital age, our library is equipped with modern technology to enhance the learning experience. Students have access to computer workstations, online databases, and e-books, providing them with a wealth of information at their fingertips.

Quiet Study Spaces: We understand the importance of a conducive environment for focused study and research. The library provides designated quiet areas where students can concentrate on their academic pursuits, complete assignments, or engage in personal reading.

Collaborative Spaces: In addition to individual study areas, the library offers collaborative spaces for group projects and discussions. We encourage students to work together, share ideas, and foster a sense of community through collaborative learning.

Professional Staff: Our library is staffed by knowledgeable and approachable professionals who are dedicated to assisting students in their research and promoting a love for reading. Whether students need help finding resources or recommendations for their next read, our library staff is here to support them.

Events and Programs: Throughout the academic year, the library hosts a variety of events and programs to celebrate literature, promote reading, and enhance information literacy. From author visits to book clubs, our goal is to create a vibrant and engaging literary culture within our school community.

Resource Management: We continuously update and expand our collection to align with the evolving needs of the curriculum and the interests of our students. Additionally, we actively seek feedback from students and faculty to ensure that our library remains a dynamic and responsive resource center.

The library at FESS is not just a place to check out books; it is a space for intellectual growth, creativity, and a sense of wonder. We invite students to explore the world of knowledge within the welcoming walls of our library and embark on a journey of discovery that extends beyond the classroom.



Laboratories

Welcome to the State-of-the-Art Science Laboratories at FESS Inspiring Discovery, Fostering Excellence!

Our commitment to providing a top-notch education is reflected in the design and functionality of our science laboratories. At FESS, we understand the pivotal role that practical experimentation plays in the understanding of scientific principles. Our physics, chemistry, and biology laboratories are equipped with cutting-edge facilities to ensure that students not only grasp theoretical concepts but also develop a deep appreciation for the wonders of the natural world.

Physics Laboratory: Step into our physics laboratory, where curiosity meets innovation. Here, students engage in hands-on experiments that complement classroom learning, allowing them to explore the fundamental laws of the physical universe. Equipped with state-of-the-art apparatus and tools, our physics laboratory provides a dynamic environment for students to conduct experiments in mechanics, optics, electricity, and more. The focus is on cultivating analytical thinking and problem-solving skills through practical application.

Chemistry Laboratory: Our chemistry laboratory is a haven for aspiring scientists. Fully equipped with modern instruments and safety measures, this space is designed to facilitate a wide range of chemical experiments. From exploring chemical reactions to analyzing compounds, students have the opportunity to delve into the fascinating world of chemistry. Our qualified lab instructors guide students through experiments that not only reinforce theoretical knowledge but also instill a sense of responsibility and precision in scientific inquiry.



Biology Laboratory: Step into the realm of life sciences in our biology laboratory. Here, students can observe, dissect, and analyze living organisms, fostering a hands-on understanding of biological concepts. The laboratory is equipped with microscopes, models, and other tools that aid in the exploration of anatomy, genetics, ecology, and beyond. Practical sessions in the biology laboratory encourage students to become active learners, sparking an interest in the diversity and interconnectedness of life.



Safety First: The safety of our students is our top priority. All our laboratories adhere to strict safety protocols, and students are trained to handle equipment responsibly. Our experienced lab technicians are always on hand to ensure a safe and secure learning environment.

Beyond the Labs: In addition to scheduled laboratory sessions, our science laboratories host various events, workshops, and competitions to nurture a culture of scientific inquiry. We encourage students to participate in science fairs, collaborative projects, and interdisciplinary activities that showcase the practical applications of their scientific knowledge.

At FESS, we believe that the journey of scientific discovery begins in well-equipped laboratories. Our commitment to providing exceptional facilities empowers students to explore, question, and innovate. We invite you to witness the excitement of scientific exploration in our laboratories and join us on a journey where learning comes to life.

Welcome to FESS, where science is not just studied; it's experienced!

Computer lab

Welcome to the Cutting-Edge Computer Lab at FESS Where Innovation Meets Education!

Our state-of-the-art computer lab is a hub of technological exploration, designed to empower students with the skills and knowledge necessary for success in the digital age. At FESS, we recognize the pivotal role technology plays in shaping the future, and our computer lab is equipped to provide a dynamic and engaging learning environment.



Key Features of our Computer Lab:

Modern Infrastructure: Step into our computer lab and experience a modern and ergonomic setup. Each workstation is equipped with the latest hardware, ensuring a seamless and efficient computing experience for every student.

High-Speed Internet: We understand the importance of a reliable and high-speed internet connection. Our computer lab is connected to a robust internet network, allowing students to access online resources, collaborate on projects, and stay updated on the latest developments in technology.

Software Diversity: Whether it's coding, graphic design, or multimedia production, our computer lab is equipped with a diverse range of software to cater to various interests and academic requirements. Students have the opportunity to explore and master industry-standard software under the guidance of experienced instructors.

Programming and Coding Stations: For aspiring programmers and tech enthusiasts, our computer lab features dedicated programming and coding stations. Here, students can engage in coding exercises, develop software applications, and participate in coding competitions to enhance their problem-solving and analytical skills.

Interactive Learning: Our computer lab is not just a space for individual work; it's a collaborative environment. Interactive whiteboards and multimedia tools facilitate engaging lessons, group projects, and presentations, encouraging students to actively participate in the learning process.

Cybersecurity Measures: The security of our students and their digital assets is of utmost importance. Our computer lab is equipped with the latest cybersecurity measures to ensure a safe online environment. Students are educated on digital citizenship and responsible internet use.

Digital Literacy Programs: In addition to regular coursework, we offer digital literacy programs that empower students with essential digital skills. From online research to information evaluation, our goal is to prepare students to navigate the digital landscape with confidence.

Beyond the Lab:

Our commitment to technology extends beyond the confines of the computer lab. We host tech-related events, coding competitions, and workshops that encourage students to explore the vast world of technology. Whether it's robotics, artificial intelligence, or app development, we strive to inspire the next generation of innovators and problem solvers.

Welcome to FESS, where the future is at your fingertips. Our computer lab is not just a space for learning; it's a launchpad for innovation and a gateway to endless possibilities.



Activity Room

Welcome to the Engaging Activity Rooms at FESS Where Learning Takes on a Whole New Dimension!

Our commitment to providing a holistic educational experience extends beyond traditional classrooms. At FESS, we recognize the importance of interactive and experiential learning. Our activity rooms at the pre-school, junior, and senior levels are specifically designed to foster creativity, collaboration, and skill development in a dynamic and engaging environment.

Pre-School Activity Room: Step into the world of wonder in our pre-school activity room. This vibrant space is carefully curated to stimulate the imagination and curiosity of our youngest learners. Filled with colors, interactive learning aids, and age-appropriate resources, the pre-school activity room provides a safe and nurturing setting for children to explore, play, and learn through hands-on activities. From storytelling corners to sensory play zones, every element is designed to spark joy and ignite a love for learning.

Junior School Activity Room: Our junior school activity room is a dynamic space that encourages exploration and creativity. Here, students are engaged in a variety of activities that complement their academic curriculum. From arts and crafts to science experiments, the junior school activity room serves as a hub for experiential learning. The flexible layout allows for collaborative projects, group activities, and interactive lessons that cater to diverse learning styles.

Senior School Activity Room: As students progress to the senior school level, the activity room evolves to meet their changing needs. This space becomes a versatile environment where students can engage in project-based learning, workshops, and collaborative activities. Equipped with advanced tools, technology, and resources, the senior school activity room is designed to foster critical thinking, problem-solving, and teamwork.

Key Features of Our Activity Rooms:

Multifunctional Spaces: Each activity room is designed to accommodate various types of activities, ensuring versatility and adaptability to different learning needs.

Interactive Learning Aids: From interactive whiteboards to hands-on learning materials, our activity rooms are equipped with tools that enhance the learning experience.

Flexible Furniture: Adjustable and movable furniture allows for easy reconfiguration of the space, promoting a dynamic and adaptable learning environment.

Collaborative Areas: Designated collaborative areas in each activity room encourage teamwork and group projects, fostering a sense of community among students.

Theme-Based Decor: The decor in each activity room is theme-based, creating an immersive and stimulating atmosphere that aligns with the interests and subjects being explored.

Beyond the Activity Rooms: Our commitment to experiential learning extends beyond the activity rooms. We organize regular field trips, guest speaker sessions, and extracurricular activities that complement the lessons learned in the classroom, ensuring a well-rounded and enriching educational experience.

Welcome to FESS, where every room is a gateway to exploration, discovery, and endless possibilities.



Functions & Events

Annual Day Celebration

Purpose: Celebrating the culmination of the academic year, recognizing academic achievements, and showcasing cultural and artistic talents.

Activities: Skits, dances, music performances, awards distribution, and speeches by students and dignitaries.

Sports Day

Purpose: Promoting physical fitness, teamwork, and healthy competition among students.

Activities: Track and field events, traditional games, and team sports. Winners are often awarded medals or trophies.

Independence Day Celebrations

Purpose: Commemorating Pakistan's Independence Day (August 14) with patriotic fervor.

Activities: Flag hoisting, national anthem singing, cultural performances, and competitions related to national themes.

Science and Art Exhibitions:

Purpose: Showcasing students' scientific and artistic creations, encouraging innovation and creativity.

Activities: Display of science projects, artwork, models, and interactive exhibits. Students explain their projects to visitors.

Literary Events

Purpose: Fostering a love for literature, language, and public speaking.

Activities: Debates, declamation contests, spelling bees, and storytelling sessions.

Teacher's Day:

Purpose: Recognizing and appreciating the contributions of teachers to students' lives.

Activities: Special assemblies, student performances, and the presentation of handmade cards and gifts to teachers.

Farewell Parties

Purpose: Bidding farewell to graduating students and wishing them well in their future endeavors.

Activities: Cultural performances, speeches, gift exchanges, and a nostalgic look back at memorable moments.

Parent-Teacher Meetings

Purpose: Facilitating communication between parents and teachers to discuss students' academic progress and behavior.

Activities: One-on-one discussions, distribution of progress reports, and goal-setting for the upcoming academic term.

Religious and Cultural Celebrations

Purpose: Observing religious and cultural festivities in a respectful and inclusive manner.

Activities: Mehndi (henna) events, milad (religious gatherings), and celebrations of cultural festivals.

Achievement Awards Ceremonies:

Purpose: Recognizing students for outstanding achievements in academics, sports, and extracurricular activities.

Activities: Award presentations, certificates of excellence, and speeches acknowledging students' accomplishments.

These functions and ceremonies contribute to the overall school culture, providing students with a well-rounded educational experience that goes beyond academics. They also strengthen the sense of community and pride within the school environment.

Structure of the School

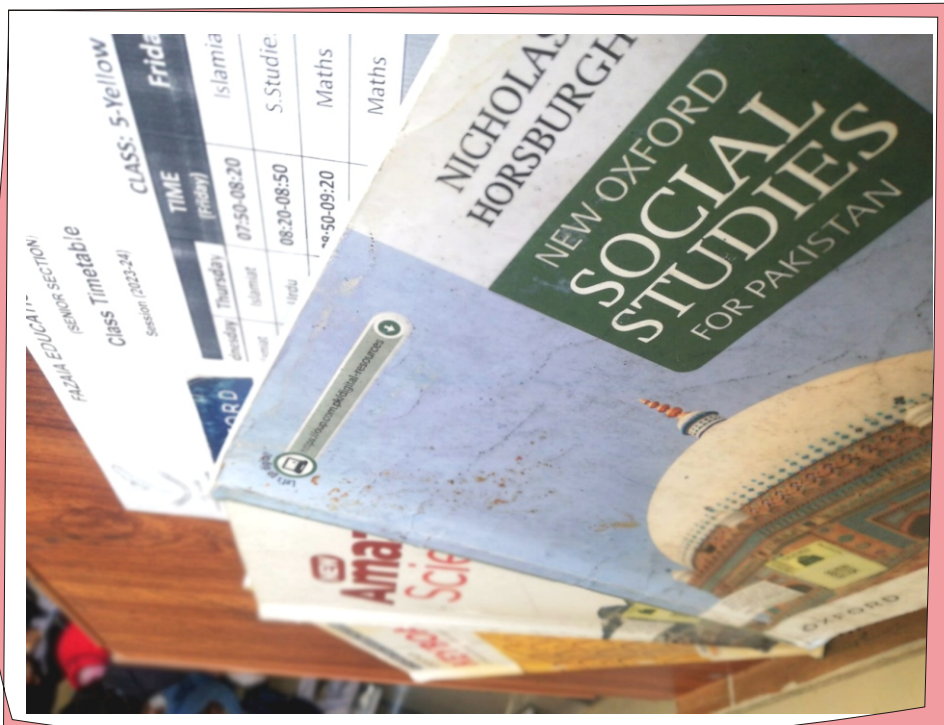
Having its own custom-built campus, the school has a Preschool, Junior Section and a Senior Section; each headed and managed by its own Section Head. Pre-School has three levels: Play Group (Pre- Nursery), Nursery and Prep classes. Junior Section has classes from I to IV, whereas in Senior Section classes from V to HSSC, O levels and A-Level classes are conducted. The class levels and corresponding age groups are as under:

School	Class Level	Age
Pre	Play Group (Pre Nursery)	3.5 Years
	Nursery	4 Years
	Preparatory (Prep)	5 Years
Primary	I	6 Years
	II	7 Years
	III	8 Years
	IV	9 Years
Middle	V	10 Years
	VI	11 Years
	VII	12 Years
	VIII	13 Years
Matriculation	IX	14 Years
	X	15 Years
College	XI	16 Years
	XII	17-18 Years
Cambridge	O & A Levels	

Academic Curriculum

A carefully selected combination of core textbooks as recommended by the regulatory educational authorities, Boards and Cambridge University is used for basic curricula. Our focus is not to burden tender minds with too much knowledge and text. Instead we aim to train thinking and creative skills of students through argument and experience. FESS adopts bilingual medium of instruction using as a tool. to transfer our culture, heritage and associated values to the new generation.

Pre-School syllabi have been devised with the intention of psychological and social development of the child. To accomplish this aim, English and Islamiyat are essential portions of the curriculum. They ensure that our children learn and understand basic principles and ideas, which form the basis of our individual and collective value system.



Guide Lines for Parents

Education of a child is a joint responsibility between parents and the school. The following guide lines are suggested for parents. As the parents of a FESS student you must:

- 1.** Keep in touch with the school regularly to remain aware of the academic performance/conduct of your child/ward.
- 2.** Make yourself available to meet the Principal/Vice Principal whenever required. Monday till Thursday 0100 to 0300 hours are fixed timings for parents to visit the school in case required.
- 3.** Attend Parent-Teacher Meetings (PTM) regularly.
- 4.** Co-operate with school management to ensure that your child observes school rules.
- 5.** Keep track of your ward's performance in tests/exams.
- 6.** Regularly check the child's school diary & use it as described in the previous section.
- 7.** Acknowledge that classrooms are not to be visited during school hours.
- 8.** Provide a conducive atmosphere to your ward at home for studies.
- 9.** Apply in writing for short leave on same day (if on same day) and in advance for long duration of absence from school. Leave will only be marked if application is approved
- 10.** Apply in writing for short leave on same day (if on same day) and in advance for long duration of absence from school. Leave will only be marked if application is approved.
- 11.** For school leaving certificate submit formal application before 25th of the last month of attendance..

FESS General Rules

The school administration insists on strict adherence to certain rules and regulations, of which the following are a few salient ones:

✎ Students must be neatly dressed in school Uniform.

All students must follow school timings/be punctual and regular.

✎ Students moving in the corridors/ up and down the stairs must walk in silence and keep to their left at all times.

✎ Boys must have a descent haircut (for boys) and for girls braids (for long hair) and hair bands /ponies otherwise.

✎ All students must take care to observe good personal hygiene.

✎ Attending morning assembly according to given instructions is mandatory.

✎ Students must come fully prepared to school daily with required books and notebooks etc.

✎ Students must refrain from all forms of unfair means in examinations.

✎ No student of FESS must cheat, steal or tell lies.

✎ Smoking is NOT allowed on campus.

✎ Canteen is to be visited only during designated break periods.

Attendance and Punctuality

Punctuality leads to higher academic achievements. Parents must ensure punctuality & regular attendance of children at morning assembly, in class and for extra-curricular activities. Students must be in possession of required books, notebooks and stationery while attending classes.

Leave Policy

The school discourages frequent absence by students. For any leave of absence, parents must endorse the application. The Section Head, upon written request by parents, may grant short leave during school hours. Students will not leave the School premises without permission of the Vice Principal/Principal.

Absence

Absence of a student, exceeding 14 days without any written notice/ information, will render the student as withdrawn from the school.

Examination and Assessments

The promotion of a student to the next class is dependent upon satisfactory academic performance during the year as well as final examination. The school strictly adheres to criteria for minimum pass marks/ grades. As a policy, award of grace marks to pass or promote weak and undeserving students is strictly avoided. Parents are regularly updated about the children's progress in academics as well as overall development; Student Evaluation is accomplished through a system of:

- **Class Tests and Spot Tests**
- **Monthly Tests**
- **Mid Term / Sendup/Mock**
- **Annual / Final Term**
- **Assignments and Projects**
- **Pre Board/Mock II**

Progress Reports

The school sends monthly/ end of term reports to parents. Parents must sign the reports and send back to the school within a week.

Work Diaries

Work diaries are an important way to keep parents updated with the day-to-day activities of their wards including homework, fee bill distribution, any important messages from the teacher, or health related information as required. Parents may also convey any messages if required to subject/class teachers through the diaries. Parents are required to use the forum of periodic Parent-Teacher Meeting or a special meeting if required, to discuss their child's performance and achievements.

Transport

The school does not have any dedicated transport facility. Pick and drop of students is solely the parents responsibility. The school bears no responsibility for or on behalf of any transport contractors regarding the pick and drop of students.

Security and Surveillance

School security staff remain on duty at the gate during school timings. Strict rules are in place with regard to handing over of a student (especially, Pre-School children) if the person collecting them does not satisfy ID requirements.



Fee and Subscription

Tuition fee and allied charges will be paid on a monthly basis for all 12 months of the academic year. However, fee and allied charges for 2 months will be paid before summer break begins. Dues must be deposited by the 10th of each month at the specified bank branch, failing which a 'per day' late payment fine shall be charged. If school dues are not cleared by the 30th of the month, the student's name shall be struck off from the school roll and the outstanding amount will be adjusted against the refundable security fee. Re-admission, if possible, shall be subject to clearing any remaining dues and payment of specified re-admission fee. Parents are advised to maintain their personal record of paid fee bills as well. The school reserves the right to withhold the issuance of Result Card, School Leaving Certificate and Character Certificate of the student if any dues remain unpaid.

The school is not liable to pay any interest/profit against the refundable security deposit. Owing to inflation and escalation of direct and indirect costs associated with school operation, all fees and allied charges will be subject to periodic review. Consequently, the **school may increase fee and allied charges with or without prior notice.**

Security Fee Refund Duration

FESS is obliged to refund security fee within two months after submission of formal request.



Be Careful!

- ✎ Laboratories are not to be visited except when scheduled.
- ✎ Valuables or large sums of money cannot be brought to school.
- ✎ Borrowing or lending of personal belongings is not allowed.
- ✎ It is strictly prohibited to cause any kind of damage to school property (e.g. writing on furniture, walls etc.)
- ✎ Mobile phones, fire arms, weapons etc. Are not allowed inside school premises.
- ✎ Students must look after their belongings themselves. School will not be responsible for any theft or loss.
- ✎ No collection of funds for any cause without permission of school authorities is allowed.
- ✎ Holding of unauthorized parties in school is not allowed.
- ✎ Littering is strictly prohibited. Students must use bins provided.
- ✎ Eating/drinking in class rooms/labs/corridors and during formal activities is not allowed.

Summary:

Fee bill issuance Date:	1st of every month
Due date of the payment:	10th of every month
Fine after Due date:	Rs 50 per day
SOS action date:	(30th of every month (student is struck off from nominal roll if 2 months fee outstanding.)
Reactivation charges:	Admission fee with session's admission

UNIFORM:

Boys: (Classes PG to IV)

Blue shirts (with monogram), white vest.
Dark grey trousers.
Black belt (with monogram).
Navy blue tie with monogram.
Black socks with black school shoes
(No ankle socks are allowed).
For boys only cadet cut is allowed.

Girls: (Classes PG to IV)

White Shalwar & Qameez (with monogram).
Sashes (for grades 1-4 only)
White socks with black school shoes.
(No ankle socks are allowed)
Hair should be neatly braided.

Boys: (Classes V to FSc & O/A level)

Blue shirts (with monogram), white vest.
Dark grey trousers.
Black belt (with monogram).
Navy blue tie with monogram.
Black socks with black school shoes
(No ankle socks are allowed).
For boys only cadet cut is allowed.

Girls: (Classes V to FSc & O/A level)

White Shalwar & Qameez (with monogram).
Sashes (for grade 5 only)
Dupattas for (6 to FSc, O/A levels)
White socks with black school shoes.
(No ankle socks are allowed)
Hair should be neatly braided.
White scarfs (optional).

Important Notes

- 1.** Students violating the uniform code will be fined Rs 100/- per day. However, after repeated reminders and written warnings, the fine may be raised up to Rs. 500/- per day.
- 2.** Absenteeism: For any leave, the student must submit an application duly signed by the parents/guardians.
- 3.** A fine of Rs. 100/- per day is imposed for absence of more than three days without genuine reason. A letter of advice/warning may also be issued to keep parents/guardians informed about the irregularity of students.
- 4.** Students remaining absent for a whole month, without valid reason, shall stand struck off the nominal roll of the school.
- 5.** Late Comers: Habitual irregularity and lack of punctuality of the students shall be notified to the parents. Students who fail to improve will be issued a letter of advice/ warning and fined for each day of late attendance. Parents of such students will be called in person and advised to ensure the punctuality of their children. Students who fail to improve will be fined Rs. 100/- per day for the 1st two lapses and Rs.200/- per day for the 3rd time onwards.
- 6.** Defacing school property: Any student found in violation of asset discipline; scratching furniture or writing on walls shall be duly fined along with being issued a letter of warning. The Fine amount will be double of cost of the destroyed item (including overhead expenses).
- 7.** Possession of mobile phone/smart watch/any other electronic gadgets: Fine of Rs. 500/- will be imposed for carrying of electronic gadgets by a student. On subsequent violation, the fine is to be raised to Rs. 1000/-. The concerned parents will be informed and phone will be confiscated on the third violation.

8 . Send up/ Pre-Board/ Mock Examinations: Appearing in monthly/ midterm/ send up/ FLPs/ R&Ts/ Pre-board/ Mock examinations is compulsory for all students. The students missing above mentioned examinations will be fined Rs.1000/- per subject. Any cheating case will be dealt as per FESS policy.

9. Birthday celebrations: No birthdays or any other celebrations (cakes, edibles and goodies) and exchange of gifts are allowed inside the school premises.

10. Smoking and drugs: Any student found smoking/ using any form of nicotine replacement will be subject to strict disciplinary actions, which will lead to student's expulsion from school.

11. Parents are requested to read and ensure their wards adhere to school policies.

Discipline and Development of Character

Without discipline of mind and body we fail to develop character. Mastering a skill is a relatively easy proposition but devoid of character, this skill becomes meaningless. Good character cannot be given or gifted to a child; deliberate choice, foresight and perseverance become essential requirements in its development. Our educational programme offers the environment to develop ethical reasoning and sound moral judgment in our children. We expect them to behave honestly, sensibly, confidently and courteously at all times so as to develop a positive self-image, which enables them to recognize human worth. In pursuit of this goal we strive to provide:

GOOD CURRICULUM AND A DISCIPLINED ENVIRONMENT REGULATED RESPONSIBILITY AND SELF-MONITORED BEHAVIORAL PATTERNS EMPHASIS ON COMMITMENT

The students are required to be punctual, follow dress regulations and observe norms and decorum of the school. Organized sessions of counseling and intimation to and involvement of parents and a system of fines is used to handle breaches of order and discipline.

Admission Policy

All students are required to take the entry tests to ensure that they are at the academic level which is commensurate with their age and development. These tests are designed to evaluate the student's intelligence, abilities, audio-visual skills, proficiency in languages etc. The result of tests determine a student's admission or otherwise, and the Section Head's decision in this regard is taken as final.

Class Play Group to Class X and 'O' / A Level

Admissions are granted subject to availability of seats on the basis of suitability of candidates as judged by the Admission Board after written entrance test and interview. Issuance of the admission form does not guarantee the admission. In 'O' / A Levels, three streams are offered i.e. Pre-Medical, Pre-Engineering, Business and Accounts.

Mandatory Required Documents

Application for admission on the prescribed form (attached) along with following documents is to be submitted by the last date as notified.

1. Six(06)Photographs with blue background of the candidate.
2. Attested copy of birth certificate and form B. Attested copies of CNIC of both parents.
3. School Leaving and Character Certificate in original issued by the previous school/ institution (not for class Play Group)
4. Migration Certificate in original (for candidates who have passed SSC from other Boards)
5. Attested photocopy of Equivalence Certificate issued by IBCC in case the candidate has passed O level examination.

Admissions

Pre School

Play Group
Nursery
Prep

Junior School

Grade I - IV

Senior School

Grade V - VIII
O - Levels (I, II, III)

SSC / HSSC / Cambridge

Grade IX - X
Grade XI - XII
A - Levels

Class 1st Year

Students who have passed Secondary School Certificate examination from Board of Secondary Education in Pakistan or have obtained "O" Level Certificate from UK are eligible for admission to class XI. Minimum marks for Pre Medical are 85%, Pre Engineering 75% and ICS 70%.

Admission test Class 'XI', 'O' & 'A' Levels

The applicants have to take admission test in the subjects as mentioned against each group of studies.

Subjects Offered in XI

Pre Engineering Group	Maths, Physics, Chemistry
Pre Medical Group	Biology, Physics, Chemistry
ICS	Computer, Maths, Physics
Compulsory subjects	Urdu, English, Islamiat St.Pak. St.

Subjects Offered in 'O' And 'A' Levels

Business Group	Accounts, Business Studies, Economics
Science Group	Biology / Computer Science, Physics, Chemistry
Compulsory Subjects	English, Urdu, Maths, Islamiat St. & Pak St.

Re-Admission

Re-admission of a student once withdrawn or to repeat/ rejoin his/ her previous class may be granted only on fulfillment of the following conditions.

If the candidates conduct has been satisfactory.

If he/she has been regular, punctual and serious in studies.

If he/she fulfills the basic conditions of merit/admission for that class.

If all the outstanding dues are paid.

If a seat exists.

School Holidays

The school holidays include weekly holidays on Saturday & Sunday as well as all official holidays declared by the government.

Vacation

Winter break is at end of December to beginning of January. Summer break is usually from June to mid August. Summer School for one month during summer vacation may be conducted optionally for all classes appearing in FBISE and Cambridge International Examination.



Academic Year & Sessions

The academic year starts in April and ends in March and is divided into two sessions:

1. April to September
2. October to March

Daily Morning Assembly

Morning assembly is an important and regular occurring event to boost the moral of the students. In addition to marking the formal beginning of the daily academic activity for the the students as well as faculty and staff, it contributes towards punctuality and discipline and provides opportune moments for the overall motivation of students. Each class conducts the assembly for one week. Attendance at the morning assembly is compulsory.

Extra & Co-Curricular Activities

Outdoor and indoor sports, inter-house competitions, debates, recitals, Qiraat and Na'at, outdoor educational trips/visits, National day celebration, Graduation ceremony etc. are an essential part of the school calendar. Similarly, purposeful visits to places of historical, educational and recreational importance are also arranged. All students are encouraged to participate in as many activities as possible. The parents may be asked to share a part of the expenditure incurred by the school on such activities.

Parent-Teacher Meeting

Parents-Teacher Meeting (PTM) provides a good platform and opportunity for the parents to directly communicate with the teachers and discuss issues and problems related to their wards' education. The school arranges such meetings at periodical intervals for which parents are notified in advance.

Sports

The school has well maintained play grounds with necessary arrangements for supervised sports activities. The school discourages students from indulging in unsupervised sport and activities that are unhealthy or likely to cause injuries. An annual sports week is the culmination of all sports activities in which competitions between the four houses of the school are held promoting healthy sportsmanship among all students.

After School-Time Supervision

School faculty/ staff remains on duty for 30 minutes after the school closing time. Parents are expected to collect their children within this time. However, school security staff and a maid also remains on duty for one hour after the school closing time.

Telephone

Students are not allowed to bring mobile phones. They may use the school telephone for an urgent message but with prior permission of the Vice Principal. Messages for children may be left with the receptionist. As a policy, the school does not allow its faculty and staff to contact parents except in an emergency.



FESS Approach to assessment

The school follows a continuous Assessment Model across all grade levels, evaluating students' progress throughout the prescribed duration using various assessment tools. Continuous Assessment has abundant purposes to serve including determining students learning achievement, identifying their learning difficulties for special support, improving teachers' pedagogical practices, and enhancing the quality of education in general. The school has devised a precise, nuanced and comprehensive assessment system for appraising students' academic progression and achievement of learning objectives using a well-thought-out mixture of formative and summative assessment techniques.

Moderation

The respective head of the department ensures that academic standards and marking are regulated within agreed norms and against a pre-determined marking scheme for assessment.

Approved leaves

Student attendance is essential during exams. In case a student is unable to attend due to reasonable circumstances or commitments, they are required to submit a leave application for approval. In case a student is on approved leave any missing homework must be made-up for upon resumption by coordinating with the concerned coordinator. Any missed exam must be made up for as per the school's exam policy.

Unapproved Leave (Truancy)

A student is considered on unapproved leave when absent without valid cause for a school day or any portion of a school day. If a student's leave is unapproved, they do not receive credit for any graded work or tests that are missed.

Academic Honesty

The school is a learning community in which students experience educational practices that honor and empower them. The school works with students to design the education and training needed for their academic and career success through programs that develop and enhance skills, competencies, attitudes, and values. To take advantage of the educational opportunities at FESS students must not engage in any unlawful means to pass exams or tests.

Academic Support Program

The FESS academic support program provides support to all students identified with additional educational needs.

The program strives to develop each student's ability by establishing a solid foundation in key academic areas.

Academic Enrichment Program

The FESS academic enrichment program is aimed at high-performing students to further stretch their competencies through the use of thought provoking and challenging hands-on activities,, which extend upon what they are already learning in their classroom. The program sets extended expectations of academic rigor and offers students to become mentors to their peers and gain vital leadership skills.

Extra- Curricular Activities

The wide selection of extracurricular activities at FESS broadens the opportunities for the students to enhance their natural abilities and to challenge themselves through the development of new interest areas. Extracurricular activities include science and art exhibitions, Milad, Assembly Presentations, Sports Week, Color Days, etc.

Awards and Recognition

FESS appreciates students' efforts in all aspects.

Consequences

In any case of academic dishonesty, the following consequences may occur:

Cancellation of assessment/exam/test in question.

Notification to the student's parents

Removal from any leadership positions including, but not limited to, captaincy, prefect position, etc.

Promotion & Retention

The following members constitute the Promotion Board which is solely responsible for all decisions on the promotion and retention of any student.

1. **Principal FESS**
2. Vice Principal
3. Controller Examination
4. In charge Progress Section

Events & Functions Pictures



ORANGE DAY



IQBAL DAY



Liga Sumrfia 2023
(Winners)



City Olympiad
(Runners Up)

Charitable



Charitable (A project organized by F&SS institution and its students) visit to MASTER AYUB KHAN



DISTRIBUTING STUFF AMONG THE STUDENTS OF MASTER AYUB KHAN



DEFENSE DAY



A SALUTE
TO THE BRAVERY
THAT DEFENDED OUR
FREEDOM!



مفتاح میلاد النبی

سیدنا محمد ﷺ



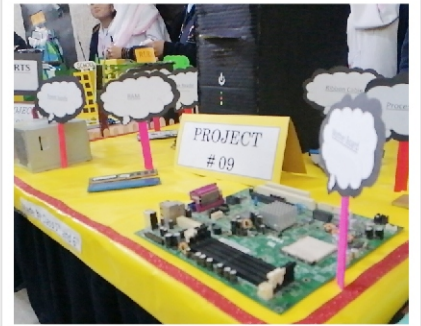
global village



Morning Presentation



Science Exhibition



Tarbiah Session





Festivity
(Fancy Dress Competition)

Flower Arrangements



Pre School Events





فقط مستثنیٰ کردار

-an Institution of Shaheen Foundation (PAF)



**📍 Main Margalla Road, Adjacent PAF Hospital
Unit II, E-9/1, Islamabad.**

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