



KMA GIRLS & BOYS PRIMARY SCHOOL



PROSPECTUS

We welcome your interest in our school

Principal' Message



Welcome to our wonderful learning environment at KMA Girls & Boys Primary School. It is a school where community belongs and where everyone is engaged in lifelong learning. The school aims to educate students to their optimum potential, equip them with life skills and enable them to learn to make worthwhile contributions as citizen of our world. We have a continuing tradition of excellence of which we are very proud. A rich cultural diversity stimulates learning. The school values of "KMA Girls & Boys Primary School" are: support, cooperation, acceptance, respect, friendliness, honesty and responsibility. KMA Girls & Boys Primary School offers a range of classroom-based and whole school programs to enrich and engage students. The school has many opportunities for students to showcase their abilities. We provide specific support and talent programs for those who require assistance or extension. Sport program, public speaking and performing arts, sustainable school initiatives and information technology are all valued at our school. Literacy and numeracy are a high priority at the school. Similarly, an ability to develop positive relationships is an important feature of the school culture at KMA Girls & Boys Primary School. The parent community is both active and supportive of the school's goals. Our teachers, staff students and parents all work together to ensure that KMA Girls & Boys Primary School is true to its motto:

"Quality Education, Caring for All"

AFSHAN GULZAR
Principal
KMA Primary School

Our School

Introduction:

Kutiyaana Memon Association has been rendering its services in the field of education for more than 50 years. At present there are four schools functioning with six sections, accommodating about 6500 students. The school was set up primarily to cater to the educational needs of Pakistani children especially from low-income families. The managing committee had in view a broad based education facility, providing comprehensive education in the light of Islamic dictates.

The KMA has maintained high educational record in the metric board of education and had received laurels and applause constantly from the citizens of Karachi, but then came the unfortunate "Nationalization" of the schools and colleges in 1972.

This nationalization brought the downfall of educational standard of the country, which was a complete negative point for the future generation. After thirteen years under state control, the school was handed back to the original sponsors but in a shape that was indeed debilitating and pathetic. It has since taken the tireless and dedicated efforts of many individuals to revitalize the school.



Mission

- ▶ Strive to build the KMA educational institutions 'A centre of Excellence.
- ▶ Aim to develop the whole person, preparing students of KMA educational institutions, for a successful future.
- ▶ Value the academic, physical and personal development of students and provide opportunities for their growth
- ▶ Encourage youth to be confident, responsible and beneficial contributor to their country.

Vision

Education is not a commercial commodity. It should be taken as service to the society. We firmly believe in it and are solemnly committed to groom our students, *academically - socially - religiously*

Core Principles

Our values

- We will know and value each child and look for the best in them
 - We will value and respect every member of the school community and everyone will be encouraged to take responsibility, to make a contribution and to achieve their full potential
- The core values of integrity, courtesy, trust and care will suffuse every aspect of school life and all will be expected to treat others as they would wish to be treated
- We will be an open, welcoming and responsive school with clear lines of communication
- We will have high expectations of ourselves and each other
- The school will be at the heart of the local community.....

Teaching and learning

- We will ensure every learner The achievement of success
- We will be an inclusive environment in which we are all learners and one where the learning needs of the individual are recognized
- We will make learning vivid and real
 - We will strive to ensure that the whole school is an excellent learning environment which inspires, excites and celebrates effort and achievement
- There will be a broad curriculum of high quality that gives the children opportunities to make links, to make choices and take responsibility for their learning....



FACILITIES

- ▶ Large Classrooms.
- ▶ Computer Lab
- ▶ Science Lab
- ▶ Activity Room
- ▶ Projector Room with Multi Media
- ▶ A multi-purpose hall on the top roof of the building.
- ▶ Material for Pre primary
- ▶ Water Filter Plant
- ▶ Standby Generator
- ▶ Canteen



ADMISSION

- ▶ Parents may register their child according to their age group.
- ▶ Registration, however, does not guarantee admission.
- ▶ Limited seats are available for admission.
- ▶ Candidates transferring from other schools cannot do so without a proper school leaving certificate from the school last attended.
- ▶ Oral and written tests are conducted for admission to Montessori and other classes depending on vacant seats. However the school reserves the right of admission.
- ▶ Candidates for admission are required to register for the admission test. Students who join during the middle of a term shall be charged full fees for that term.
- ▶ If the parent/guardian wishes to withdraw a student, one month notice should be given and/or one month's fee must be paid.
- ▶ The school leaving certificate shall not be issued by the school until all dues have been paid in full.

| Age Group | |
|------------|-----------|
| Classes | Age Limit |
| Montessori | 2 ½ to 3 |
| Prep I | 3 to 4 |
| Prep II | 4 to 5 |
| I | 5 to 6 |
| II | 6 to 7 |
| III | 7 to 8 |
| IV | 8 to 9 |
| V | 9 to 10 |



CURRICULUM

Children will study the National Curriculum and each subject is well planned for each year and ability group in the class. Throughout the school great emphasis is placed upon the teaching of the skills of **Reading, Writing and Mathematics.** Children are encouraged and trained to speak clearly, thoughtfully and confidently.

We feel it is important for the child to share with parents their success in reading, and the children are encouraged to take their reading books home along with their reading record diary. We urge parents to talk with their child about the books they share together.

In all subjects the teachers will carry out assessment and monitor each child's progress carefully. We have developed a strong, creative approach to learning and the curriculum is enriched through the visits of science and history days,

visiting companies and a wide range of educational visits.



The school has well established link for Project Based Learning with Intel.



Special Educational Needs and Inclusion:

The school is committed to meeting the needs of all our children. Should there be concern either with a child's academic, physical, social or emotional development the Assistant Principal will contact parents and guardian.

The school will then adopt a staged response to each identified pupil's need as follows:

- Identify pupil's areas of strength or weakness, which require extra attention from the class teacher, or other members of staff.
- Develop individual education plans designed to meet each pupil's identified needs in consultation with parents and pupils.
- Arrange Extra Classes for slow learners.

Personal Development and Well-being:

This is an important part of our work and is strength of the school. We have a School Council, which meets regularly and has a representative from each year group. Our Senior Class Students act as monitors and buddies to our younger ones. If a child is sad and lonely, they only have to sit at the "Friendship Stop" for a few moments before someone comes to talk and cheer them up!



Homework:



In primary classes students are given regular homework and when students reach Class 3 the amount of homework will be gradually increased to train students to organize themselves in preparation for the large quantity of homework given at secondary school.

In addition to this it is hoped that parents will encourage and assist their children's progress by reading with them, hearing them read from their reading books and by talking with them about their work

EXTRA CURRICULAR ACTIVITIES

The school offers a wide range of extra curricular activities both during and after school. The schools arrange events like debate, declamation elocution, project day, milad etc. The annual sports day is looked forward to with great enthusiasm by all. Special functions are arranged to celebrate national events. Prize distribution ceremonies are held on annual basis, in which awards are given to honour the students for their achievements.

The school arranges excursions, visit to local institutions and factories on regular basis. Recreation trips to farm, planetarium and theme parks take place throughout the academic year.



GENERAL INFORMATION

▶ School hours:

Morning session

8.30 am to 11.00 am (Montessori)
7.45 am to 11.30 am (Prep I)
7.45 am to 11.45 am (Prep I I)
7.45 am to 12.15 noon (I to V)

Afternoon session

1.00 noon to 4.00 noon (Montessori)
12.30 noon to 4.15 noon (Prep I)
12.30 noon to 4.30 noon (Prep I I)
12.30 noon to 4.45 noon (I to V)

▶ School Uniform:

(For Girls)

Montessori to Class II:

Gray & white frock and white shalwar
Class III to V:

Gray & white frock, white shalwar, white slash, white scarf

(For Boys)

White shirt, Gray pant and tie.

▶ Absences

Application requesting for long leave of absence especially for purpose of travel must reach the principal at least fifteen days prior to the date of departure. If this rule is not strictly followed, and a child is on leave without the written permission from the principal, his/her name shall be struck off the roll.

Any people absent from school for one calendar month without a note will be struck off the rolls. If a child is taken ill and cannot attend school, the principal must be notified in writing immediately. Medical certificate from a registered medical practitioner must be produced for more than two days of absence due to illness. Student cannot leave the premises during school hour unless requested in person by the parents or guardian. Signing of the early departure register and obtaining a gate pass is compulsory in such a case.

▶ Fee Payment:

Monthly fees are to be paid latest by the 15 of each month. After the due date a late surcharge of Rs. 20 shall be taken up to 20th of the month.

Fee defaulters may not be allowed to sit

in the examination. All the dues shall have to be cleared at least fifteen days before the examination.

▶ School Identity Card:

:All students are issued identity card on yearly basis.

▶ Informal and Formal Complaints:

Any complaints about school matters should first be brought to the attention of the relevant staff. If the complaint is not resolved, a formal complaint may be made firstly in writing to the principal.

Parents Meeting Hours :

| | |
|---------------|---------------------|
| Morning | 9 am to 10 am Daily |
| Afternoon | 2 pm to 3 pm Daily |
| Except Friday | |



RULES AND REGULATIONS

Parents are requested to see that their children attend school regularly and punctually, wear the prescribed uniform which should be clean and tidy. In case of untidiness or incomplete uniform, a fine may be charged and /or the student may not be allowed to attend class.

- ▶ A student may be liable to dismissal on account of irregular attendance, habitual disobedience, immoral acts, disorderly or unseemly conduct and consistent poor performance in studies.
- ▶ Parents should check the school diaries and exercise books of their children daily and sign them.
- ▶ Parents must remain in contact with the school to know about the progress of their children. They must encourage them to pay due attention to their studies.
- ▶ Attending all school programmes is compulsory for students. Absence on such events is liable to punishment.
- ▶ Parents must collect their children promptly after the end of daily session. The school does not take any responsibility after school hours and outside its premises.
- ▶ The assembly entrance will be closed at 8:00am sharp. Students will not be allowed to enter after 8:15am.
- ▶ Private vans and any other transport service are not the responsibility of the school. It is advised that the parents keep contact number and addresses of the owner of the vans and buses.
- ▶ Any student who may have to leave the school early may be allowed to do so by a written request from the parents. If the principal grants permission, parents will sign the early departure register in principal's office and obtain a gate pass before leaving with their wards.

Contact:

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Web site: www.kmaeb.com

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